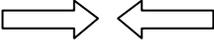
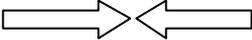
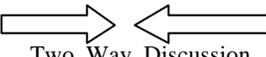


PERFORMANCE APPRAISAL CALENDAR - NONBARGAINING UNIT EMPLOYEES

<p>March 1</p> <p>Appraisal Cycle Begins for A-L Employees.</p> <p>Within 30 days after the beginning of the appraisal cycle, the supervisor and employee shall review the position description, select/set performance elements (at least 3 of which 1 will be critical), discuss the appraisal process, sign blocks 13 and 14 of 4430-5 and blocks 1-10 of 4430-6 if not covered by a user's guide.</p> <div style="text-align: center;">   <p>Two Way Discussion</p> </div>	<p>April</p> <p>Annual Appraisal for M-Z Employees </p> <p>Appraisal can be done 30 days before or after the end of the appraisal cycle. (Early as Apr. 1 or late as May 31.) The supervisor meets with the employee to conduct a performance evaluation interview, checkoff block 20, sign blocks 21 and 22 of 4430.5.</p> <p>Progress Review for GS -13-15 Employees should be scheduled in advance. </p> <p>A progress review is mandatory and should occur within 5 to 7 months of the beginning of the appraisal cycle. The supervisor and employee should discuss the employee's progress in each performance element; sign block 16 of 4430-5.</p>	<p>May 1</p> <p>Appraisal Cycle begins for M-Z Employees.</p> <p>Within 30 days after the beginning of the appraisal cycle, the supervisor and employee shall review the position description, select/set performance elements (at least 3 of which 1 will be critical), discuss the appraisal process, sign blocks 13 and 14 of 4430.5 and blocks 1-10 of 4430-6 if covered by a user's guide.</p> <div style="text-align: center;">   <p>Two Way Discussion</p> </div>
<p>June</p>	<p>July</p>	<p>August</p>
<p>September</p> <p>Annual Rating for GS -13-15 Employee </p> <p>Appraisal can be done 30 days before or after the end of appraisal cycle. (Early as Sept 1 or as late as Oct. 31) The supervisor meets with the employee to conduct a performance evaluation interview, checkoff block 20, sign blocks, 21 and 22 of 4430-5.</p> <p>Progress Review for A-L Employees should be scheduled in advance </p> <p>A progress review is mandatory and should occur within 5 to 7 months of the beginning of the appraisal cycle. The supervisor and the employee discuss the employee's progress in each performance element; sign block 16 of 4430-5.</p>	<p>October 1</p> <p>Appraisal Cycle begins for Grade 13-15 Employees</p> <p>Within 30 days after the beginning of the appraisal cycle, the supervisor and employee shall review the position description, select/set performance elements (at least 3 of which at least 1 will be critical), discuss the appraisal process, sign blocks 13 and 14 of 4430-5 and blocks 1-10 of 4430-6 if not covered by a user's guide.</p> <div style="text-align: center;">   <p>Two Way Discussion</p> </div>	<p>November</p> <p>Progress Review for M-Z Employee should be scheduled in advance </p> <p>A progress review is mandatory and should occur within 5 to 7 months of the beginning of the appraisal cycle. The supervisor and employee should discuss the employee's progress in each performance element; sign block 16 of 4430-5.</p>
<p>December</p>	<p>January</p>	<p>February</p> <p>Annual Appraisal for A-L Employees. </p> <p>Appraisal can be done 30 days before or after the end of the appraisal cycle. (Early as Jan. 29 or late as Mar.31.) The supervisor meets with the employee to conduct a performance evaluation interview, checkoff block 20, sign blocks 21 and 22 of 4430.5.</p>