

SCHEDULING OF IPPS REVIEWS AND PERFORMANCE APPRAISAL PROGRESS REVIEWS

<p>September</p> <p>Finish conducting IPPS reviews. Prepare tentative performance ratings using IPPS data and other data/information related to performance. Send tentative ratings to reviewer for signature.</p>	<p>October</p> <p>Meet with employee to discuss performance rating and sign form.</p> <p>Discuss performance plan for new rating cycle, set performance standards, and sign form.</p>	<p>November</p> <p>Beginning November through March conduct at least one IPPS review for each of your employees. *</p>	<p>December</p> <p>Continue conducting at least one IPPS review for each of your employees. *</p>
<p>January</p> <p>Continue conducting at least one IPPS review for each of your employees and any follow up IPPS reviews you have determined are necessary. *</p>	<p>February</p> <p>Continue conducting at least one IPPS review for each of your employees and any follow up IPPS reviews you have determined are necessary. *</p>	<p>March</p> <p>Beginning March 1 and continuing through March 31, conduct performance appraisal progress review to give feedback on performance. Do not assign a numerical or summary level rating.</p>	<p>April</p> <p>Beginning April through September conduct at least one more IPPS review for each of your employees. *</p>
<p>May</p> <p>Continue conducting at least one more IPPS review for each of your employees.</p>	<p>June</p> <p>Continue conducting at least one more IPPS review for each of your employees and perform any follow up IPPS reviews you have determined are necessary. *</p>	<p>July</p> <p>Continue conducting at least one more IPPS review for each of your employees and perform any follow up IPPS reviews you have determined are necessary. *</p>	<p>August</p> <p>Continue conducting at least one more IPPS review for each of your employees and perform any follow up IPPS reviews you have determined are necessary. *</p>

*A minimum of 2 IPPS reviews per employee is required within the one year rating cycle. This schedule suggests that one be scheduled between the beginning of the rating cycle and the mid-cycle progress review, and that the second be scheduled between the mid-cycle progress review and the final appraisal.