

HERTFORD COUNTY
PERFORMANCE APPRAISAL CALENDAR
PY 2015

<u>DATE</u>	<u>ACTIVITY</u>
January 1 - 31, 2015	Establishment of Mutual Goals, Objectives, Expectations, Outcomes a. Conduct one-on-one meetings with all direct reports b. Reconcile and communicate goals and objectives for the planning period with all direct reports c. Complete the Performance Appraisal Form d. Provide copies to Employee(s)
February 15, 2015	Forward All Complete Performance Appraisal Forms to HR
June 1 - 15, 2015	Conduct Self-Evaluations a. All employees will conduct self-evaluation and submit to his/her direct supervisor.
June 16 – 30, 2015	Mid-Year Performance Review a. Conduct formal performance review session with all direct reports. b. Sign and forward review to direct supervisor and second level review. c. Rate and communicate to employee.
July 15, 2015	Forward All Complete Mid-Year Performance Appraisals to HR
November 16 - 30, 2015	Conduct Self-Evaluations a. All employees will conduct self-evaluation and submit to his/her direct supervisor.
December 1-15, 2015	Year-End Performance Review a. Conduct formal year-end performance review for all direct reports. b. Rate (do not communicate) and submit to County Manager for second level review. Departments are highly encouraged to begin this process early, as performance reviews should be completed <i>and</i> received by the County Manager by the deadline.
December 16 - 31, 2015	Second Level Review Completed
January 15, 2016	Conduct final Year-end Performance Appraisals Meetings (return to HR) and Establish Mutual Goals and Objectives for the Upcoming Performance Planning Year.