

FY24 Performance Management Timeline

AUG - OCT

Goal Setting

- Set SMART goals for the year ahead.
- Have a conversation with your manager about your goals.
- Determine what resources you may need to achieve these goals.
- Set deadlines for yourself for the year ahead.

JAN - FEB

Mid-Year Check-In

- Take stock of what's been going well, what's been challenging, and what needs changing.

MAY - JUNE

Self-Evaluation

- Look back on the work you've accomplished over the year.
- Write down a few sentences or bullets of to summarize your work.

JUNE - JULY

Summary Conversation

- Set aside time in one of your regular meetings to discuss the past year.
- Have a conversation with your manager about the past year. Use your goals and self-evaluation as starting points.
- Your manager will document the annual summary conversation and assign a year-end rating in PeopleSoft.

ALL YEAR

Continuous Coaching Conversations

- Manager and employee set aside regular time to check in.
- Connect progress with goals. Keep reflecting about what's working well and what might need adjusting.
- Discuss potential problems, solutions, and share feedback.
- Keep track of discussions via notes in PeopleSoft, Word documents, or another system that works for you.