**College of Medicine**

**2020 Performance Management**

**EMPLOYEE/SUPERVISOR PROCESS TIMELINE**

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| **Date** | **Action Item** | **Completed** |
| April 15, 2020 | Performance Rating form is launched |  |
| May 1, 2020 | Performance Rating employee self-evaluation due to supervisor |  |
| May, 2020 | Employees and supervisors meet (remotely if applicable) to discuss Performance Ratings and goals for upcoming year  |  |
| May 31, 2020 | Finalized Performance Rating form due to comhr@uc.edu  |  |
| July 1, 2020 | Goal Performance Success (GPS) form is launched |  |
| July 2020 | Employee enters goals into the GPS form in SuccessFactors  |  |
| July 15, 2020 | Employee goals are due to supervisor |  |
| August 2020 | Employees and supervisors conduct final goal setting meeting |  |
| August 31, 2020 | Finalized GPS form due |  |