

PMP Timetable and Guidelines

Establish the Work Plan: Any Time Between July 1 and September 30

- STEP 1: List job task/responsibilities in order of most important to least important.
- STEP 2: Write performance expectations for job task/responsibilities.
- STEP 3: Meet with each employee to discuss the work plan.
- STEP 4: Obtain the required signatures. Give a copy of the work plan to the employee and file a copy in the employee's personnel file.

The Interim Review: Any Time Between December 15 and January 31

- STEP 1: Review performance information collected to date.
- STEP 2: Determine if the employee's performance has been at, above, or below the established expectation.
- STEP 3: Designate a rating for each job task/responsibility.
- STEP 4: Meet with the employee to discuss the interim review.
- STEP 5: Develop an action plan for any job task/responsibility in which performance is currently less than at the "Good" performance level.
- STEP 6: Obtain the required signatures. Give a copy to the employee and file a copy in the employee's personnel file.

The Final Review: Any Time Between April 15 and June 1

- STEP 1: Review performance information collected during the full work cycle.
- STEP 2: Write a brief statement describing the actual performance.
- STEP 3: Compare the actual performance to the established expectation. Rate the employee's performance for each job task/responsibility.
- STEP 4: Combine the individual job task/responsibility ratings into a single overall summary. Record overall rating.
- STEP 5: Write a statement supporting the overall rating.
- STEP 6: Meet the employee to discuss the final review.
- STEP 7: Obtain the required signatures. Give a copy of the final review to the employee and file a copy in the employee's personnel file.
- STEP 8: Send completed PMP document to HRS by June 1.