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|  | **Activity** | **Person Responsible** | **Timetable** |
| Step 1 | Notification of performance management kickoff | CEO | January 17 |
| Step 2 | Provide employee with PM Form and Instructions | HR | Jan 17 |
| Step 3 | Draft Section I – Performance Goals | Employee | Jan 17 – Jan 27 |
| Step 4 | Meet to discuss, refine and finalize performance goals | Employee, Manager | Jan 30 – Feb 10 |
| Step 5 | Sign Section III - Verification of Review, Performance Management Development line | Employee, Manager | By Feb 10 |
| Step 6 | Manager retains the original and the employee keeps a copy for their records.  | Employee, Manager |  |
| Step 7 | Send copy of form to HR | Manager | By Feb 10 |
| Step 8 | Meet for interim review: status against goals and discussion of work style effectiveness | Employee, Manager | First 2 weeks of June |
| Step 9 | Sign Section III - Verification of Review, Interim Review line | Employee, Manager | By June 16 |
| Step 10 | Manager retains the original and the employee keeps a copy for their records. | Employee, Manager | By June 16 |
| Step 11 | Send a copy of the form to HR | Manager | By June 16 |
| Step 12 | Meet for final review: status against goals, work style effectiveness rating, narrative and summary assessment | Employee, Manager | First 2 weeks of December |
| Step 13 | Sign Section III - Verification of Review, Final Evaluation line | Employee, Manager | By December 16 |
| Step 14 | Employee and Manager each retain a copy for their records | Employee, Manager | By December 16 |
| Step 15 | Manager provides original to HR | Manager | By December 16 |