

# PDP Performance Management Cycle

## 1- BEGINNING OF RATING CYCLE

- Within 30 days of placement into position or beginning of rating cycle
- Employee/Supervisor discuss Performance Objectives and Critical Weights (Joint Effort)
- Employee/Rater/Senior Rater complete new Performance Objective in PAT and initial counseling for period from YEAR 0701 to YEAR 0630 or the effective date of new employee to 30 JUNE
- PAT tracks Performance Objectives

## 2 - MIDPOINT

- PAT sends notification to submit Midpoint accomplishments in January or midway from the employee's start date.
- Ratee and Rater acknowledge Midpoint Performance Conference in PAT
- No limit to the number of reviews that may occur
- Objectives and weights may be changed at any time during the rating period but not within 60 days of end of rating cycle
- PAT captures any changes to the Performance Objective

## 3 - END OF CYCLE

- End of the Annual Performance Rating Cycle - 30 June
- PAT requests employee accomplishments
- Employee submits accomplishments in PAT for Rater to review
- Rater completes performance review meeting - Do NOT discuss rating

## 4 - ANNUAL APPRAISAL

- Annual performance appraisals and evaluation feedback meetings completed
- Rater consults with Senior Rater to determine Management's Numerical Rating. Rater completes performance appraisal with rating points assigned to each element, overall rating assigned, type of rating noted (e.g., annual). Rater and Senior Rater may provide optional comments. Pay Pool Manager completes the Payout information section.
- Rater informs ratee of his/her appraisal during the evaluation feedback meet.
- **IMPORTANT:** Evaluation feedback meeting occurs AFTER Senior Rater has reviewed/signed the appraisal.

## 5 - COMPLETION

- Finalized Performance Appraisals are maintained in PAT
- Performance Rating Cycle starts over again