



JANUARY - ANNUAL REVIEWS
Annual Reviews begin mid January each year and the entire process take approx 6 weeks; 2 weeks for self, peer and manager reviews and 4 weeks to complete actual in person review and implementation

Week 1: Self/Manager Review
Employees and Managers will complete their self evaluations

Week 2: Peer Review
Peers complete their assessments.

Week 3: Analysis Period
Meeting with managers to review results of self, peer and manager assessments in order to complete Individual Performance Plans (IPP) for each employee and determine training and development goals for the following year.

Week 4-5: Annual Review
Meeting with employee is scheduled to review Annual Review results and Individual Performance Plan (IPP) and company training goals for the following year set forth by management. Employee is tasked with selecting elective training goals.

Week 5-6: Implementation
Meeting with employee to finalize Individual Performance Plan (IPP) with employees elective training goals. IPP is finalized, collections are created in PayChex Flex, any additional training is scheduled and the year's goals are then able to be tracked and monitored.



APRIL, JULY, OCTOBER - QUARTERLY CHECK UPS
Each quarter follow ups are conducted in order to gauge previous quarter's progress on training and development goals and to prioritize goals for following quarter



Week 1: Self/Manager Check Up
Employees and Managers will gauge previous quarters progress and set goals for following quarter

Week 2 (October Only): Peer Review
Peers will complete their assessment of what they feel employee is doing well and what they feel can be improved