

## FY12 EH&S PMP Calendar

DATE	ACTION ITEM
June 12	<b>Performance Management Process Roll-Out:</b> Forms and Announcement to EH&S Staff
June 14 & June 15	<b>In-House BLI Trainings: Bldg. 67-3111 2pm-4pm</b> Annual Review Discussion for Supervisors ( <b>Required</b> for Supervisors/ Managers)
June 18	<b>PMP Overview: New PMP Forms training Bldg 15 Room 253 1:30-2:30</b>
June 21	<b>In-House BLI Training:</b> (Optional) Bldg. 62-203 at 10-11:30am Annual Review Discussion for Employees
June 12-30	<b>Self-Assessment:</b> ( <b>Required</b> for Non-Represented Employees) Employee submits and/or meets with Supervisor to discuss
	<b>Career Development Plan Form:</b> (Optional) Employee submits and/or meets with Supervisor to discuss
July 1 – August 6	<b>Supervisor:</b> Draft performance review
	<b>Provide employee with draft performance review:</b> Supervisor should send to employee several days in advance of delivery of review.
	<b>Deliver Performance Review and Sign:</b> Supervisor and Employee meet and sign
	<b>Sign Final Performance Reviews:</b> Department Head signs
<b>DUE August 6</b> <b>(100% Compliance – DOE &amp; UC Required)</b>	<b>Hard Copies</b> of Final Signed Performance Reviews due to HR