

FY23 Performance / Promotion / Salary Review Task Completion Timeline and Salary Review Schedule

Start dates are approximate. Each step in the process can begin as soon as the previous step is completed.
End dates should be met in order for the process to stay on schedule.

Performance Appraisal Process		
Start Date	End Date	
10/10/2023	10/16/2023	Supervisors activate appraisals for direct reports
	10/16/2023	If required, Home Supervisor notifies matrixed Work Supervisor(s) to complete matrixed evaluation
	10/23/2023	Work Supervisors(s) completes matrix evaluation and sends to Home Supervisor
	10/30/2023	Employees complete and forward self-assessments
10/10/2023	11/17/2023	Division Heads flow down Performance Appraisal Rater Bias Training to line management
10/17/2023	11/7/2023	Home Supervisors conduct initial meeting with direct reports to review performance and discuss expectations. Meeting should include a discussion about the Individual Career Profile, if completed by the employee.
10/17/2023	11/16/2023	Supervisors draft appraisals and set next year's expectations
10/17/2023	11/30/2023	After line management review, completed appraisals go to Division Heads for calibration
When at least 80% of appraisals are completed	12/11/2023	Calibration complete, Division Heads release appraisals for HR Review
12/1/2023	12/31/2023	Directorate Succession Planning meeting
12/11/2023	1/8/2024	HR reviews and releases approved appraisals to supervisors
1/8/2024	1/15/2024	Supervisors conduct final meeting and deliver appraisals
1/8/2024	1/22/2024	Employees sign appraisals to acknowledge receipt

Promotion/Salary Review		
Start Date	End Date	
10/9/2023	10/30/2023	Management/Supervisors prepare promotion packages for Division Head review
10/30/2023	12/1/2023	Division Heads review promotion packages for concurrence
	12/1/2023	Division Heads submit promotion packages to Compensation
12/4/2023	12/22/2023	Compensation reviews packages, prepares for Technical Review Committees (TRC)
1/17/2024	2/7/2024	TRCs meet
1/17/2024	2/9/2024	TRCs provide feedback to and Division Heads
2/7/2024	2/14/2024	Salary/Promotion review conducted
2/22/2024	2/26/2024	Costpoint updated with promotion/salary data
3/4/2024	3/4/2024	Promotion/Salary notifications distributed to divisions

Individual Career Profile (ICP)		
Start Date	End Date	
10/10/2023	10/30/2023	Employee completes or updates their ICP as appropriate
10/10/2023	1/12/2024	Supervisors review and discuss ICPs with direct reports to support succession planning efforts
Ongoing		If Professional Development is supported, initiate request through Learning & Development process (Job Related Training request, etc.)
Ongoing		Employee may update ICP at anytime