**FY16 Performance Cycle**

- **Performance period opens**: July 2015
- **Goal setting FY16**: Sept.-Oct. 2015
- **Mid-year evaluations open**: Jan.-March 2016
- **Year-end evaluations open**: April-June 2016
- **Finalize evaluations and goal results for FY16**: July-Sept. 2016

**Goal Setting FY16**
- **Mid-year evaluations open**: 1/4
- **Completion deadline for staff members’ self-evaluations**: 1/18
- **Managers begin mid-year performance process for their staff**: 1/19
- **Managers complete mid-year comments and conversations**: 2/26
- **Deadline for employee to sign mid-year evaluation**: 3/4
- **Mid-year evaluations completed and signed by manager**: 3/11

**Annual Performance Evaluation**
- **Annually performance evaluation process begins**: 6/1
- **Completion deadline for staff members’ self-evaluations**: 6/15
- **Managers complete year-end comments and conversations**: 8/1
- **Deadline for employee to sign annual evaluation**: 8/12
- **Annual evaluations completed and signed by manager**: 8/31

**Compliance**
- **Compliance courses begin to launch**: 1/4
- **FY16 compliance period ends**: 6/15
- **Manager verifies completion of annual compliance requirements**: 8/31
- **Manager goals set**: 9/30
- **Staff goals set**: 10/31

**Goals**
- **Review goal performance outcomes through second quarter**: 4/1
- **Goal fest for FY17**: 4/1-6/1
- **FY17 leader goals selected**: 7/15
- **FY17 goals approved by manager**: 8/31