2017 Performance Appraisal Key Dates

**Employee**
- 03/15/17: Self Appraisal is available
- 04/15/17: Self Appraisal is DUE
- 06/30/17: May add comments and must affirm receipt of appraisal (signature)

**Manager**
- 05/05/17: Manager Drafts DUE
- 05/15 – 05/26: Calibration Session for Performance Ratings occur
- 06/02/17: Manager clicks SUBMIT on each appraisal in the tool
- 06/09/17: Second level approvals DUE
- 06/23/17: Finalize Appraisal and click submit
- 07/15/17: Review any employee comments and must finalize the process (signature)

**Employee and Manager**
- 06/23/17: Discussion between manager and each employee DUE