



Performance Appraisal Schedule

March – June 2018

Schedule for UM System central administration

- 1. March 19 – April 13**
Self-appraisals are due in myPerformance.
- 2. May 4**
Manager appraisals for each direct report are due in myPerformance.
- 3. May 7 - May 25**
Second-level manager reviews and approves appraisals. The calibration step has now been incorporated into this process.
- 4. May 29 - June 15**
Manager discusses the appraisal with their direct report, then finalizes the appraisal.
- 5. June 29**
Direct report provides comments and final sign-off to acknowledge receipt of feedback. Manager reviews employee comments, then finalizes the process.
- 6. June 30**
Process closes