

HERTFORD COUNTY
PERFORMANCE APPRAISAL CALENDAR

PY 2019

<u>DATE</u>	<u>ACTIVITY</u>
January 1 - 31, 2019	Establishment of Mutual Goals, Objectives, Expectations, Outcomes a. Conduct one-on-one meetings with all direct reports b. Reconcile and communicate goals and objectives for the planning period with all direct reports c. Complete the Performance Appraisal Form d. Provide copies to Employee(s)
February 15, 2019	Forward All Complete Performance Appraisal Forms to Senior Administrative Assistant II (Assistant to the County Manager)
June 3 - 14, 2019	Conduct Self-Evaluations a. All employees will conduct self-evaluation and submit to his/her direct supervisor.
June 17 - 28, 2019	Mid-Year Performance Review a. Conduct formal performance review session for all direct reports. b. Sign and forward review to direct supervisor and second level review. c. Rate and communicate to employee.
July 16, 2019	Forward All Complete Mid-Year Performance Appraisals to Senior Admin. Asst. II (Assistant to the County Manager)
November 1 - 15, 2019	Conduct Self-Evaluations a. All employees will conduct self-evaluation and submit to his/her direct supervisor.
November 18 - 29, 2019	Year-End Performance Review a. Conduct formal year-end performance review for all direct reports. b. Rate (do not communicate) and submit to County Manager for second level review. Departments are highly encouraged to begin this process early, as performance reviews should be completed <i>and</i> received by the County Manager by the deadline.
December 2 - 13, 2019	Second Level Review Completed
January 31, 2020	Conduct final Year-end Performance Appraisals Meetings, Establish Mutual Goals and Objectives for the Upcoming Performance Planning Year and forward documents to Senior Admin. Asst. II (Assistant to the County Manager).