

HERTFORD COUNTY
PERFORMANCE APPRAISAL CALENDAR

PY 2022

<u>DATE</u>	<u>ACTIVITY</u>
January 1 - 31, 2022	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 11, 2022	Forward All Complete Performance Appraisal Forms to Senior Administrative Assistant II (Assistant to the County Manager)
June 6 - 17, 2022	Conduct Self-Evaluations a. All employees will conduct self-evaluation and submit to his/her direct supervisor for Mid-Year Performance Review.
June 20 – July 1, 2022	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 19, 2022	Forward All Complete Mid-Year Performance Appraisals to Human Resources Director *
October 24- November 11, 2022	Year-End Performance Review a. Conduct formal year-end performance review for all direct reports. b. Rate (do not communicate) and submit to Human Resources Director 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 Human Resources Director by the deadline.
November 14 - 30, 2022	Second Level Review Completed (<i>Human Resources Director</i>) *
December 1-16, 2022	Conduct final Year-End Performance Appraisals Meetings and Communicate Final Review Rates to Employees

***DSS guidelines in accordance with State Personnel Act. All employees under the Sheriff and Register of Deeds in accordance with Sheriff's and Register of Deeds' policies and guidelines.**