

# 2020-21 Goals Management and Annual Review Timeline

1

**May 1, 2020**  
–  
**April 30, 2021**

## Create and Update Goals

- Use Purdue's Guide for Creating Goals and enter goals into the employee's SuccessFactors Goal Plan
- Edit and update goals throughout the performance period

2

**March 1, 2021**  
–  
**March 12, 2021**

## Employee Self-Assessment

- Rate each goal
- Rate each competency
- Enter comments

3

**March 15, 2021**  
–  
**April 2, 2021**

## Manager's Assessment

- Rate each goal
- Rate each competency
- Enter comments

4

**April 5, 2021**  
–  
**April 30, 2021**

## Unit Calibration Sessions

- Ensure compliance, analyze trends, discuss development strategies
- Managers can initiate one-on-one annual review meetings after unit calibration sessions are completed.

5

**May 3, 2021**  
–  
**May 21, 2021**

## Performance Review Meetings

- Managers meet with employees to have annual performance review discussions