

2021-22 Goals Management and Annual Review Timeline

1

May 1, 2021
–
April 30, 2022

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, 2022
–
March 15, 2022

Employee Self-Assessment

- Rate each goal
- Rate each competency
- Enter comments

3

March 16, 2022
–
April 8, 2022

Manager's Assessment

- Rate each goal
- Rate each competency
- Enter comments

4

April 11, 2022
–
April 29, 2022

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 2, 2022
–
May 20, 2022

Performance Review Meetings

- Managers meet with employees to have annual performance review discussions