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