

2023-2024 Goals Management and Annual Review Timeline

1

**May 1, 2023
April 30, 2024**

**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, 2024
March 15, 2024**

**Employee
Self-Assessment**

- Rate each goal
- Rate each competency
- Enter comments

3

**March 18, 2024
April 5, 2024**

**Manager's
Assessment**

- Rate each goal
- Rate each competency
- Enter comments

4

**April 8, 2024
April 30, 2024**

**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 1, 2024
May 22, 2024**

**Performance Review
Meetings**

- Managers meet with employees to have annual performance review discussions