

2025-26 Goals Management and Annual Review Timeline

1

May 1, 2025
–
April 30, 2026

**Create and
Update Goals**

- Enter annual performance goals and development objectives into SuccessFactors
- Edit and update goals throughout the performance period

2

March 2, 2026
–
March 16, 2026

**Employee
Self-Assessment**

- Rate each goal
- Rate each competency
- Enter comments

3

March 17, 2026
–
April 3, 2026

**Manager's
Assessment**

- Rate each goal
- Rate each competency
- Enter comments

4

April 6, 2026
–
April 30, 2026

**Unit Calibration
Sessions**

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

5

May 1, 2026
–
May 23, 2026

**Performance Review
Meetings**

- Managers meet with employees to have annual performance review discussions