

2026-27 Performance Management & Annual Review Timeline

1

May 1, 2026

February 26, 2027

Performance
Management

- Employees and supervisors will establish and update Performance Goals and Development Goals in SuccessFactors.
- Employees and supervisors will enter and update Talent Profile data in SuccessFactors.
- Unit leaders will establish and manage Succession Planning strategies in SuccessFactors.

2

March 1, 2027

March 15, 2027

Employee
Self-Assessment

- Employees will rate each Performance Goal and university standard competency and enter annual review comments.
- For latest updates, complete the online micro learning refresher course.
- Employees will update their Talent Profile data in SuccessFactors.

3

March 16, 2027

April 2, 2027

Manager
Assessment

- Supervisors will rate each performance goal and university standard competencies and enter annual review comments.
- For latest updates, complete the online micro learning refresher course.
- Supervisors will update each employees' Talent Profile manager data in SuccessFactors.

4

April 5, 2027

April 30, 2027

Unit Calibration
Sessions

- Unit leaders will analyze annual performance trends and identify strategic workforce planning goals.
- Unit leaders will assess succession planning strengths and existing gaps.

5

May 1, 2027

May 23, 2027

Review Meetings &
Goals Planning

- Supervisors will initiate one-on-one annual review meetings after unit calibration sessions are completed.
- Employees and supervisors will discuss and update performance goals and development goals in SuccessFactors.