## PERFORMANCE MANAGEMENT (PM) CYCLE

## **MONTH OF JULY MONTH OF JULY AND AUGUST SEPTEMBER 1 MONTH OF FEBRUARY** Directors meet with CEO meets with Tool in place and Schedule time to meet Directors to discuss Discuss and sign off on previous year. upcoming year. Share department point. HR to receive objectives for copy of review after it upcoming year. has been completed. Develop and review **END OF AUGUST** cont. upcoming year. CEO and HR approve performance of effective first check managers and in September. **END OF AUGUST MONTH OF JULY AND AUGUST cont. END OF AUGUST cont.** All PM tools Managers meet with direct reports to discuss and should be signed All PM tools will be filed by HR into sign off on previous year; and and turned into

> to discuss objectives for upcoming year.

employees' personnel files.