Performance Cycle **FY18**
July 1, 2017 – June 30, 2018

- **FY18 Performance Management Cycle Begins**: 7/1/17
- **Nursing Clinical Ladder Goal Education**: Nov - Dec
- **FY18 Appraisal Forms Open (Leadership, RNs, APNs)**: 11/13
- **FY18 Appraisal Forms Open (All other roles)**: 12/31
- **All FY18 Appraisals Due**: 6/1/18
- **FY18 Goals Due (Leadership, RNs, and APNs)**: 8/31/18

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FY18 Performance Appraisal Process

Colleague Input and Self-Appraisal Submitted

- Self-Appraisals are required for all team member roles.
- Colleague Input is required for leadership and nursing clinical ladder roles.

Primary Reviewer Compiles Performance Appraisal

- The leader of record on 06/01/2018 owns the Primary Reviewer responsibility for the team member’s performance appraisal.

Secondary Review of Performance Appraisal

- The Primary Reviewer’s leader of record at the time the appraisal is submitted for approval, owns the Secondary Reviewer role.

Performance Appraisal Meeting

- Once approved by the Secondary Reviewer, the Primary Reviewer can schedule and hold the appraisal review meeting.

Team Member Acknowledgement

- After the appraisal review meeting, the Primary Reviewer marks the appraisal “Share With Employee” then “Request Acknowledgement.”

All FY18 Appraisals Complete

- After the team member acknowledges the appraisal, the Primary Reviewer marks the appraisal “Complete”; All are due by 08/31/2018.

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