

## **FY2018 Performance Calendar (Non-Represented Employees)**

### **2017**

**December 18<sup>th</sup>** – Division organizational goals distributed to managers and directors.

**December 20<sup>th</sup>** – Managers view and complete Fusion system training (manual and video). Training link attached.

### **2018**

**January 12<sup>th</sup>** – Employee goals for all eligible employees should be entered into the new Fusion system. These goals should be developed using the SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-Based) methods you have learned through training. For your convenience, we have attached a SMART Performance worksheet and template to guide you in developing SMART goals for your employees.

**February 23<sup>rd</sup>** – All non-represented employees must have provided self-review feedback in the Fusion system for the Quarterly Performance Review. Training link attached.

**March 2<sup>nd</sup>** – Managers to have completed Quarterly Performance Review for ALL non-represented employees. Training link attached.

**May 11<sup>th</sup>** – All non-represented employees must have provided self-review feedback in the Fusion system for the Annual Performance Review. Training link attached.

**May 18<sup>th</sup>** – Managers to have completed Annual Performance Review for ALL non-represented employees.

**June 30** – Performance cycle ends.

**July** – FY19 Performance Plans for each employee to be entered into the system.