

Key Dates for 2012-2013 Performance Evaluation Cycle

April 23, 2012

Agencies begin creating Job Performance Plans individually outside of Edison for Executive Service Employees

April 23, 2012

Agencies begin Job Performance Planning discussions with Career & Executive Service Employees

June 30, 2012

Job Performance Plans are complete for all employees using S.M.A.R.T. Formula

- Job Performance Planning – applying S.M.A.R.T. formula
- Discussion of Expected Performance Standards
- Reviewer ensures relevancy, accuracy and thoroughness of the Plan

July 1, 2012

Evaluation cycle for 2012-2013 begins

- Manager observes employee performance relative to Performance Plan

October 31, 2012

Interim Review 1 is due

- Manager conducts first Interim Review providing objective, constructive feedback

November 1, 2012

Employee performs to Performance Plan and Interim 1 feedback

- Manager observes employee performance relative to Performance Plan

February 28, 2013

Interim Review 2 is due

- Manager conducts second Interim Review providing objective, constructive feedback

March 1, 2013

Employee performs to Performance Plan and Interim 2 feedback

- Manager observes employee performance relative to Performance Plan

June 30, 2013

Formal Evaluation is due

- Manager conducts Formal Evaluation

July 2, 2013

Finalized Cycle Completion Results distributed to each Agency's Appointing Authority