



Performance Management Timeline Staff Performance Cycle: April 1 – March 31

Staff performance reviews are required for all regular full-time staff hired on or before October 1st of the prior calendar year. Performance reviews for regular staff hired after October 1st are highly encouraged but not required. Performance reviews for contractual staff are encouraged but not required. Staff performance reviews should be initiated and submitted in DocuSign. Contact ohr@morgan.edu if you have any questions.

1. Annual Performance Review Process Begins (April 1 – mid-May)

- Managers prepare and conduct annual staff performance reviews for the prior period.
 - Managers may request employee self-assessments be completed.
 - Annual review meetings are conducted and evaluations are submitted in DocuSign for review, acknowledgement, and signatures.
- Managers and employees meet to discuss goals, expectations, and key performance indicators (KPIs) for the new cycle.
- Employees acknowledge performance plans and expectations for the new cycle.

2. Ongoing Check-ins & Feedback (June – September)

- Regular one-on-one meetings between employees and managers.
- Feedback provided on strengths, challenges, and development opportunities.
- Feedback solicited for any training or support needed by the employee.
- Adjustments to goals if necessary.

3. Mid-Year Review (October 1 – October 31)

- Employee Self-Assessments - Optional (October 1 – October 15)
 - Employees reflect on progress, challenges, and accomplishments.
- Mid-Year Manager Evaluations - Optional (October 1 – October 31)
 - Managers provide feedback on employee performance.
 - Discussion of any needed improvements or support.
 - Updates to goals or development plans as needed.

4. Continued Performance Monitoring (November – March)

- Ongoing feedback and coaching.
- Addressing any performance concerns.
- Solicit feedback regarding any training or support needed.

5. Annual Performance Review Process Begins, again! (April 1 – mid-May)