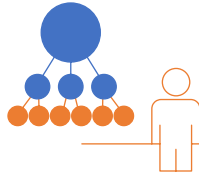


Define Criteria

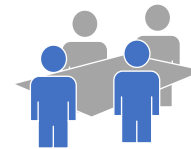
Typically performed during the first quarter of the annual evaluation period



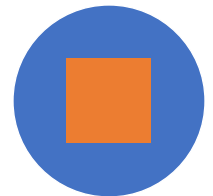
HR notifies employee to begin evaluation process (goal entry)



Manager reviews employee goals

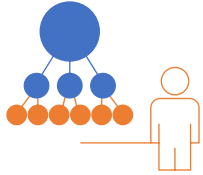


Manager and employee meet to discuss goals and make changes (if applicable)



Checkpoint and Finalize Criteria

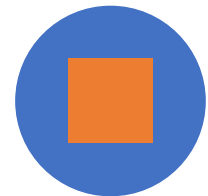
Typically performed during the second and/or third quarter of the annual evaluation period



HR notifies manager and employee to meet for checkpoint (if applicable)



Manager and employee meet to discuss year-to-date performance and make final adjustments to goals (if applicable)



Employee Self Evaluation and Manager Evaluation

Typically performed during end of the fourth quarter of the annual evaluation period or immediately after

