

2018

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Today

Supervisor Training Begins
8/13/2018

Supervisors begin completing Reviews
8/25/2018

Performance Reviews Consolidated by HR into Excel Summary File
9/23/2018

Supervisors begin meeting with employees to give feedback on Review
10/5/2018

Supervisor Training Begins



Completion of Reviews



HR Consolidates all reviews in the excel summary file



HR reviews summary document for consistency



Supervisors can begin communicating results of performance review to employees

