TN Department of Human Resources

Performance Management

Key Due Dates & Procedural Steps

October 1st — **Standard Performance Management Cycle begins**

- Agency strategic & operational goal(s) are communicated
- Agencies begin documentation of IPP's for all employees
- Agencies begin IPP discussions with all employees

October 31st — **Individual Performance Plans (IPP's) are complete for all employees using all Performance Management Program compliance criteria**

- Work outcomes support specific agency strategic or operational goal(s)
- Apply S.M.A.R.T. formula to each work outcome
- Work outcomes are written to the mid-point of the rating scale
- Work outcomes are prioritized in order of greatest importance
- Reviewer confirms compliance and approves the IPP
- Rater conducts IPP discussion with employee

February 29th — **First Interim Reviews are complete**

- Rater observes employee performance relative to IPP
- Reviewer confirms compliance and approves the first interim review
- Rater conducts first interim review discussion providing objective, constructive feedback relative to employee performance of the IPP

May 31st — **Second Interim Reviews are complete**

- Rater observes employee performance relative to IPP & interim 1 feedback
- Reviewer confirms compliance and approves the second interim review
- Rater conducts second interim review discussion providing objective, constructive feedback relative to employee performance.

August 1st — **Agencies communicate optimal due date for Annual Reviews**

- Agencies communicate optimal due date to raters & reviewers to allow for timely administrative processing

September 30th — **Annual Reviews are complete**

- Rater observes employee performance relative to IPP and interims 1 & 2 feedback
- Reviewer approves all Performance Management Program procedures
- Rater conducts annual review discussion & completes the process

October 1st — **New Standard Performance Management Cycle begins**