



# Employee Review & Planning Program

## Ongoing Employee Cycle

MILESTONE	Tools Required	ACTION / DISCUSSION
<b>6 Month Review (June/ July)</b>	<ul style="list-style-type: none"><li>• Goals &amp; Development Form from previous Annual Review</li><li>• S.M.A.R.T Tool Sheet</li></ul>	<ul style="list-style-type: none"><li>• Review goals set at last Annual Review.</li><li>• Note progress and accomplishments achieved from stated goals.</li><li>• Identify opportunities to ensure achievement of goals or adjust goals if needed.</li><li>• Employee to document discussion on Section: 2 of Goals &amp; Development Form.</li><li>• Set date for Annual Review.</li></ul>
<b>Annual Review (December/ January)</b>	<ul style="list-style-type: none"><li>• New ERPP: Annual Form</li><li>• ERPP Annual Form previous 6 month review</li><li>• S.M.A.R.T Tool Sheet</li></ul>	<ul style="list-style-type: none"><li>• Review goals. Note accomplishments and opportunities.</li><li>• Discuss and set Work &amp; Development Goals for the following year.</li><li>• Evaluate employee for all applicable competencies.</li><li>• Discuss and note career development opportunities for employee.</li><li>• Identify support required to achieve goals and career development.</li><li>• Employee to document discussion on Goals &amp; Development Form.</li><li>• Submit completed Goals &amp; Development Form to Human Resources.</li><li>• Set date for the next cycle's 6 Month Review.</li></ul>