End-of-year performance timeline

Self-evaluation

Individuals share all they've accomplished, goals they've met, and their aspirations for the upcoming year and document in *my*HR Portal

30 September - 18 October

Regular 121 conversations

During your regular 121s continue to have conversations around performance themes and discuss priorities for the year ahead

October to November

End-of-year and goal setting conversation. Performance rating confirmed

Conversation to celebrate accomplishments, confirm performance rating and define next year's development and goals

2 - 31 December

Reward/compensation statements available

Compensation statements distributed to colleagues

February

September 2024

March 2025

30 September - 15 November

Manager evaluation - proposed performance rating

Managers celebrate team member's accomplishments and progress on their goals, map out areas for growth, and suggest performance rating. Document in *my*HR Portal

18 - 28 November

Formal performance calibration

*my*HR Portal reviews are locked and performance ratings are calibrated against peers and approved by ELT

By 31 January

Goal setting

Individual to add three to five goals in *my*HR Portal