

Performance Management Task Step Progression

Annual Performance Plan

Step Name	Additional Info
Evaluator Review	Required
Self Review	Optional
Evaluator Goal Review Confirmation	Required/ Reopen Employee
Next Line Supervisor Review	Required/ Reopen Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required/ Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required
	<i>Compliance Date 1/31</i>

Mid-Year Interim Review

Step Name	Additional Info
Self Review	Optional
Evaluator Review	Required/ Reopen to Employee
Next Line Supervisor Review	Optional/ Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required/ Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	Required
	<i>Compliance Date 7/31</i>

Year-End Interim Review/Final Evaluation

Step Name	Additional Info
Self Review	Optional
Evaluator Review	Required/ Reopen to Employee
Evaluator Discussion and Acknowledgment Interim	Required/ Reopen to Employee
Employee Acknowledgment Interim	Required
Evaluator Rating	Required/ Reopen to Employee
Next Line Supervisor Review	Required/ Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment Final	Required/ Reopen to Employee or Next Line Supervisor
Employee Acknowledgment Final	
	<i>Compliance Date 1/31</i>

New Position Performance Plan

Step Name	Additional Info
Evaluator Review	Required
Self Review	Optional
Evaluator Goal Review Confirmation	Required/ Reopen to Employee
Next Line Supervisor Review	Required/ Reopen to Evaluator or Employee
Evaluator Discussion and Acknowledgment	Required/ Reopen to Employee or Next Line Supervisor
Employee Acknowledgment	
	<i>Should be completed by the supervisor within 30 days of an employee's position or job title change, and prior to any other performance phase, unless the change falls under an approved exception.</i>

Performance Improvement Plan (PIP)

Step Name	Additional Info
Evaluator PIP Initiation	Required
Next Line Supervisor Review	Required
Employee Acknowledgment	Optional
Evaluator Initial Follow-up (30 days after employee sign)	Required/ You may continue to add comments throughout the 30 days
Employee Acknowledgment	Optional
Evaluator Additional Follow-up (30 days after employee sign)	Required/ You may continue to add comments throughout the 30 days
Employee Acknowledgment	Optional

Reconsideration

Step Name	Additional Info
Self Review	Required / Should be launched within 5 days of meeting with the evaluator
Evaluator Review	Required
Next Line Supervisor Review	Required
System Admin Re-open	Required
Evaluator Acknowledgment	Required
Employee Acknowledgment	Required

***Evaluator and Employee are required to comply with dates and requirements in regulation 101 KAR 2:190**