

# HARVARD

## CAMPUS SERVICES



The performance management cycle follows the fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

<b>Date</b>	<b>Action</b>
July	Staff and managers discuss fiscal year SMART goals and complete the goals section in the PeopleSoft evaluation form by July 31 <sup>st</sup> .
January/February	Staff and managers are encouraged to have midyear conversations regarding progress toward goals, new priorities, or adjustments to goals. A summary of the conversation can be documented in the PeopleSoft evaluation form under Midyear
June	Staff and managers have year-end evaluation conversations highlighting progress toward goals, professional development opportunities, and training. Progress toward goals and a summary of the year-end conversation is completed in the PeopleSoft performance document by June 30 <sup>th</sup> .

NOTE: Performance documents can be found in Peoplesoft>My Self Service>My Performance