TALENT CONVERSATION #1
March-April
Conduct Annual Performance Appraisal*
Discuss Performance Plan for upcoming cycle
Schedule three follow-up talent conversations

TALENT CONVERSATION #2
June-July
Conduct three-month follow-up to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle

Interim Appraisal Completed by October 31

TALENT CONVERSATION #3
September-October
Conduct six-month follow-up** to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle

CALIBRATION SESSIONS
February
Leadership teams should hold calibration sessions to ensure consistent performance ratings & goal standards

Annual Appraisals & Performance Plan Plan Due May 15

TALENT CONVERSATION #4
December-January
Conduct nine-month follow-up to discuss goals, assess progress and resources, and, if needed, clarify or redefine expectations for remainder of cycle

helpful tips
*Have employees complete self-assessment in March.
**If the employee received a disciplinary action in the current cycle or had any rating of “not meeting expectations” in the previous cycle, an interim review is required.

contact us
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