**NinerTalent STAKES Cycle**

**Annual Timeline**

**TALENT CONVERSATION #1**
March-April
Discuss Performance Plan for upcoming cycle
Conduct Annual Performance Appraisal
Schedule three follow-up talent conversations
Qtr. Review – Probationary Employees (required)

**Employee Self-Appraisal**
Opens March 1
Due March 31

**Annual Appraisals & Performance Plan Plan Due**
May 15

**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
Qtr. Review – Probationary Employees (required)

**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
Qtr. Review – Probationary Employees (required)

**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
Qtr. Review – Probationary Employees (required)

**Interim Appraisal Completed by**
October 31

**CALIBRATION SESSIONS**
January - March
Leadership teams should hold calibration sessions to ensure consistent performance ratings & goal standards