Completing an Off-cycle Review *(video available)*

Keep your employee informed of how they are performing throughout the year with quarterly off-cycle reviews. This program will appear in your ‘Action Items’ box at the beginning of each cycle for each of your employees.

For **probationary employees**, **probationary reviews** (or off-cycle reviews) are **required quarterly** (April, July, October, and January). These reviews should follow the timeline of the Talent Conversations in the NinerTalent STAKES Cycle.

- Employees who start prior to October 1 will receive an annual review in place of the April Off-cycle review.

For **permanent employees**, off-cycle reviews should occur **three (3) times a year** (July, October, January). This includes:

- Quarterly check-in for July
- Interim review in October *(required if employee received a disciplinary action in the current cycle or had any rating of “not meeting expectations” in the last performance cycle)*
- Quarterly check-in for January

*For more instructions on this topic go to the NinerTalent (HRMS) Supervisor Guide*
**Progress Notes (See Navigation Video)**

Employees and supervisors can leave progress notes for the performance cycle in NinerTalent at any time. This functionality allows you to keep personal records to track individual accomplishments, recognition, areas for improvement, and/or supervisor/employee coaching sessions. From the Overview page, you can click on the “Progress Notes” link and open the notes screen.

Type your notes in the box provided and click “save”. There is also the option to attach documents and/or share the note with your employee or supervisor.

This feature allows you to keep all your notes about occurrences in this performance cycle in one place.

*For more instructions on this topic go to the NinerTalent (HRMS) Employee or Supervisor Guide*