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.

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*