

NinerTalent STAKES Detailed Timeline

The NinerTalent STAKES cycle is from **April 1 to March 31** of each year.

Calibration Session

February

During calibration sessions, leadership teams within units, departments, and/or divisions should meet to discuss and ensure consistent performance expectations and ratings. For more information about calibration discussions, [click here](#). **(Note: You will not be expected to do a performance goal calibration in 2017 for performance plans due May 15, 2017)**

Talent Conversation #1 (Required)

March-April

This talent conversation will mark the end of one cycle and the beginning of the next. During this talent conversation, you will:

- Conduct the Annual Performance Appraisal for the previous cycle.
- Discuss the Performance Plan, including finalizing individual goals, for the upcoming cycle.
- Review the NinerTalent STAKES performance timeline, job expectations, and how to best prepare for interim talent conversations.
- Schedule up to three talent conversations for the rest of the cycle.

During this part of the cycle, supervisors should also:

- Obtain the appropriate “acknowledgements” through NinerTalent (HRMS) for the Annual Performance Appraisal (previous cycle) and Performance Plan (upcoming cycle).
- Employees should have an acknowledged Annual Performance Appraisal in NinerTalent (HRMS) by **May 15** so Human Resources can submit the file to UNC General Administration.

Talent Conversation #2 (Recommended)

June-July

This is the three-month (optional) talent conversation of the performance cycle. Use this time to have an open, honest, and forward-thinking conversation with your employee. Additionally, you can review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle.

Talent Conversation #3 (Recommended for all, Required for some)

September-October

This is the six-month talent conversation (or interim review) of the performance cycle which is required for employees who have received disciplinary action in the current cycle or who had any rating of “not meeting expectations” in the previous cycle. Use this time to have an open, honest, and forward-thinking conversation with your employee. Additionally, you can review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle. *This talent conversation should be completed by October 31.*

Talent Conversation #4 (Recommended)

December-January

This is the nine-month (optional) talent conversation of the performance cycle. Use this time to have an open, honest, and forward-thinking conversation with your employee. Additionally, you can review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle.