**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

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

**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)

**Interim Appraisal**
- Completed by October 31

**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)

**helpful tips**
- Emp. self-appraisal is the 1st step in appraisal process.
- **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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