



# STEP End of Year Process 2020/21

## Employee Due Dates

- 1 4/30 Finalize Criteria (final checkpoint)
- 2 4/30 Nominate Participants (optional multirater)
- 3 5/31 Define Criteria (for next annual cycle)
- 4 6/30 Review Manager Evaluation

- Current Annual Cycle
- Next Year's Annual Cycle

## Manager Due Dates

- 1 (Now) Skip Checkpoints 2 and 3
- 2 4/30 Complete Finalize Criteria
- 3 4/30 Submit Nominated Participants (send multirater)
- 4 5/14 Submit Manager Evaluation
- 5 5/31 Approve Define Criteria (for next annual cycle)
- 6 6/6 Second Level Approvals
- 7 6/30 Share Manager Evaluation

\*All dates listed are 2021