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

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