Attention: MLS/GSS Longevity Eligibility Employees

FY18 Performance-Based Pay Timeline

The following timeline is a performance management cycle timeline for MLS eligible to receive performance-based pay increases and GSS Longevity eligible employees.

	Completed	Deadline	Action	Role
Phase 2: DEVELOP	☐	Jan. 31, 2018	Schedule, conduct and document progress discussions with employees.	Supervisor
	☐	Jan. 31, 2018	Review progress discussion documentation, enter comments and route progress discussion document to supervisor	Employee
	☐	March 30, 2018	• Enter FY18 ratings and comments (except overall rating and comments) on Oracle WPM appraisals. • Print hard copy of the evaluation. • Enter overall rating and comments on the hard copy. • Discuss with Reviewer to receive concurrence with employee's overall rating prior to final approval.	Supervisor
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance.	Employee
	☐	Ongoing	• Discuss training and career development opportunities with your supervisor	Employee
	☐	Ongoing	• Conduct frequent performance coaching sessions with employees. • Guide and encourage employee's career development.	Supervisor
Phase 3: EVALUATE	☐	April 6, 2018	• Review hard copy of employee's performance evaluations • Make recommendations to supervisor.	Reviewing Official
	☐	April 11, 2018	• Make edits and enter overall rating and comments in Oracle WPM appraisals. • Route appraisal in Oracle WPM to employee.	Supervisor
	☐	April 13, 2018	• Enter performance feedback on appraisals in WPM. • Route appraisal in Oracle WPM to supervisor.	Employee
	☐	April 23, 2018	Schedule performance evaluation meeting and meet with employees to conduct performance evaluation discussions (using a hard copy of the evaluation).	Supervisor
	☐	April 29, 2018	Submit appraisals to reviewing official in Oracle WPM.	Supervisor
	☐	May 4, 2018	Approve Appraisals in Oracle (WPM)	Reviewing Official
	☐	May 8, 2018	• Generate Appraisal Status Monitor reports. • Share appraisal statuses as needed.	HR Liaison
	☐	May 8, 2018	Work with supervisors, reviewing officials and employees to ensure appraisals are finalized in Oracle WPM.	HR Liaison
	☐	May 11, 2018	**Finalize appraisal in WPM.**	Employee
	☐	June 30, 2018	Ensure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping.	HR Liaison

WPM Tools and Resources

Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions.
If you have additional questions, please contact the Performance Management team at **performance.matters@montgomerycountymd.gov**.