

Timeline for the 2009 Performance Assessment Process:

December 7	Associates receive performance assessment form
December 14	Deadline for associate to complete form and return to manager
December 28	Manager's (1st level manager) deadline to complete & send to their manager for review and comment (2nd level manager)
January 4	2nd level manager's deadline to return form to 1st level manager
January 4- January 18	1st level manager schedule and complete discussion meetings with associates
January 20	Process complete - performance assessments signed and sent to the completed folder