

Kansas State University
Classified Performance Review Process for 2009
Implementation Schedule: Submitting Old vs New Performance Review Forms

Performance Review Due in 2009	<u>OLD</u> Performance Review System	<u>NEW</u> Performance Management Process
*January - September	Submit OLD form(s) prior to review due date.	Submit NEW form October 1, 2009 through December 23, 2009
**October - December	Using NEW form, create objectives and competencies as soon as possible.	
<p>* Example: If review is due in April 2009, submit OLD form in April 2009. To begin NEW process (April/May) establish objectives and competencies - complete and submit NEW form October 1 - December 23, 2009.</p>		
<p>** Example: If review is due in October 2009, begin NEW process as soon as possible by establishing objectives and competencies. Complete and submit NEW form October 1 - December 23, 2009.</p>		
<p>Special reviews may be conducted at any time.</p>		
<p>Following the completion of the probationary review, employees will begin to be reviewed in accordance with the focal points (October 1 - December 23) each year. Employees hired July through December 2009 will serve a standard probationary period (6 months) and will not be required to coincide with the focal points this year. <u>Example</u>: If employee is hired in August 2009, use new form to establish objectives and competencies. Probationary review will be due in February 2010 and the first annual review will be due between October 1 - December 23, 2010.</p>		