



FY2021 Quarterly Goal Plan and Review

The table below provides an employee and supervisor guidance on suggested timeline to develop and review goals for each quarter in FY2021. Goal plans and review are retained with the employee and supervisor. You are not required to send goal plans and review of goals to HRSTM.

FY2021 Quarterly Goal Plan and Review		
Action	Timeline/Deadline	Responsible Person/Group
Develop 1st Quarter Goals (July 1, 2020-September 30, 2020)	June 30, 2020	Employee and Supervisor
Supervisor reviews employee's 1st quarter goals	October 1, 2020	Supervisors of all staff, chairs, and administrators
Supervisor and employee develops 2nd quarter goals (October 1, 2020-December 31, 2020) (Goals form)	October 30, 2020	Supervisors of all staff, chairs, and administrators
Supervisor reviews employee's 2nd quarter goals	January 29, 2021	Supervisors of all staff, chairs, and administrators
Supervisor and employee develops 3rd quarter goals (January 1, 2021-March 31, 2021) (Goals form)	February 28, 2021	Supervisors of all staff, chairs, and administrators
Supervisor reviews employee's 3rd quarter goals	April 30, 2021	Supervisors of all staff, chairs, and administrators
Supervisor and employee develops 4th quarter goals (April 1, 2021-June 30, 2021) (Goals form)	May 28, 2021	Supervisors of all staff, chairs, and administrators
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Action	Timeline/Deadline	Responsible Person/Group
Supervisor reviews employee's 4th quarter goals	July 1, 2021	Supervisors of all staff, chairs, and administrators