New Employee Performance Process Flow Revised June 23, 2022 Department **Indirect** Human **CMO Employee** Manager Director Manager Resources Start Performance Planning and Progress Report for Planning and Planning and **Communicating City** Communicating Communicating New Employee Goals Objectives Department Goals **Division Goals** Informal Check-in Informal Check-in w/Employee w/Manager 2 Weeks 2 Weeks Informal Check-in Informal Check-in w/Employee w/Indirect Manager 30 Day 30 Day 2 Month Check-in 2 Month Check-in Performance Performance Progress Report Progress Report Informal Check-in Informal Check-in w/Employee w/Indirect Manager 90 Day 90 Day 4 Month Check-in 4 Month Check-in Performance Performance Progress Report Progress Report 6 Month Final 6 Month Final Check-in Check-in Performance Performance Progress Report Progress Report Will Employee NO-End Pass YES-Performance Management Did Process – Start **Employee Start** Planin After Mar. 31 NeoGov