

# Month of February: Mid-year check-in discussion of SMAT goals

- During the month of February, staff and managers meet for a **mid-year check-in discussion** about SMAT goals.
  - Review the goals that were developed in the fall
  - Talk about how things are going
  - Update the form as needed (and list the date reviewed in the upper right side of the form)
  - Save a copy for future conversations (including a year-end review discussion)
- This should not be time-consuming; many managers use part of a **regularly scheduled check-in meeting** to have the mid-year conversation.
- **New employees** (who started after the goal setting phase) should participate in the mid-year check-in discussion. This is a good moment to review goals that were set upon hire, performance to date, and discuss expectations for the remaining months before the annual year-end assessment phase begins in the spring.



# FY24 Performance Management



# FY24 Target Dates

May to end of August 2023	<ul style="list-style-type: none"><li>Managers and employees collaborate to develop goals and complete goals form. Save form locally to go back to throughout the year.</li></ul>
Month of February 2024	<ul style="list-style-type: none"><li>Mid-year Check-in discussion</li></ul>
May and June 2024	<ul style="list-style-type: none"><li>Year-end review discussion</li><li>Summaries documented in PeopleSoft system (more detail will be provided in the Spring)</li></ul>

