



**Executive Director  
2021 Annual Review Planning**

Here is a link to [state's procedures and policy](#) on performance reviews for background.

Item	Timeline	Notes
<b>Interim Review I</b>	<ul style="list-style-type: none"> <li>• Self-Assessment due to Chairman Griscom by 3/31</li> <li>• Interim Review I conducted on 4/6</li> <li>• Chairman Griscom shares written comments with HR by 4/15 for entry</li> <li>• Chairman Griscom shares written comments with full Commission</li> </ul>	The state requires manager to provide written feedback by goal in Edison (the state's HR system).
<b>Interim Review II</b>	<ul style="list-style-type: none"> <li>• Self-Assessment Due to Chairman Griscom by 6/15</li> <li>• Interim Review II conducted on 6/22</li> <li>• Chairman Griscom shares written comments with HR by 6/30 for entry</li> <li>• Chairman Griscom shares written comments with full Commission</li> </ul>	The state requires manager to provide written feedback by goal in Edison.
<b>Annual Review</b>	<ul style="list-style-type: none"> <li>• Self-Assessment due to Tom by 9/15</li> <li>• Survey sent to all Commission members from 9/1-9/15 to collect feedback on work outcomes</li> <li>• Chairman Griscom synthesizes feedback and conducts annual review on 9/21</li> <li>• Chairman Griscom provides written comments and ratings to HR by 9/30</li> <li>• Chairman Griscom shares written comments with full Commission</li> </ul>	The state requires manager to provide written feedback by goal & a rating by goal in Edison.