

2018/19 APPRAISAL & 2019/20 WORKPLANS TIMETABLE

DUE DATES	ACTIONS	
25 MAR 2019 <--> 28 APR 2019	Final revision & assessment meeting between RO and Reportee to discuss and close past period. RO writes the assessment for each objective and completes section 2 of the 2018/19 PWPR form.	5 weeks
26 APR 2019	2019/20 Work plans finished and uploaded to ASR-BSCW.	
26 APR 2019 <--> 24 MAY 2019	CO completes section 3 of the 2018/19 PWPR form .	4 weeks
27 MAY 2019 <--> 03 JUN 2019	Reportees can write comments on section 4 of the 2018/19 PWPR form .	1 week
14 JUN 2019	2018/19 PWPR to be available to LRB .	
19 JUN 2019 <--> 21 JUN 2019	LRB .	3 days
28 JUN 2019	LRB comments written on section 5 of the 2018/19 PWPR form .	
01 JUL 2019 <--> 08 JUL 2019	Reportees can write comments on section 4 of the 2018/19 PWPR form .	1 week
19 JUL 2019	Administration closes the process.	
01 OCT 2019 <--> 14 OCT 2019	2018/19 PWPR in-year revision.	2 weeks
23 MAR 2020 <--> 27 APR 2020	2018/19 PWPR final revision and assessment.	5 weeks