

2019/20 APPRAISAL & 2020/21 WORKPLANS TIMETABLE

DUE DATES	ACTIONS	
23 MAR 2020 ←→ 08 MAY 2020	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 2019/20 PWPR form .	≈7 weeks
26 APR 2020 ←→ 22 MAY 2020	2020/21 Work plans finished and uploaded to ASR-BSCW.	≈1month
08 MAY 2020 ←→ 22 MAY 2020	CO completes section 3 of the 2019/20 PWPR form .	≈2weeks
25 MAY 2020 ←→ 05 JUN 2020	Reportees can write comments on section 4 of the 2019/20 PWPR form .	≈2weeks
12 JUN 2020	2019/20 PWPR to be available to LRB .	Deadline
15 JUN 2020 ←→ 19 JUN 2020	LRB .	3 days
26 JUN 2020	LRB comments written on section 5 of the 2019/20 PWPR form .	Deadline
01 JUL 2020 ←→ 08 JUL 2020	Reportees can write comments on section 4 of the 2019/20 PWPR form .	1 week
17 JUL 2020	Administration closes the process.	Deadline
01 OCT 2020 ←→ 14 OCT 2020	2020/21 PWPR in-year revision.	2 weeks
23 MAR 2021 ←→ 27 APR 2021	2020/21 PWPR final revision and assessment.	≈1month