

**San José State University
PERFORMANCE REVIEW PROCESS CALENDAR 2009
Important University Review Dates**

**MPP & CONFIDENTIAL (NON-EXEMPT & EXEMPT)
ANNUAL PERFORMANCE REVIEW PERIOD: JUNE 1, 2008 – MAY 31, 2009**

If appropriate, conduct mid-year conversation by:	Friday, January 16, 2009
Complete MPP/Confidential self-assessments by:	Friday, June 12, 2009
Conduct MPP/Confidential Performance Review Conferences by:	Friday, July 3, 2009
Submit MPP/Confidential Performance Reviews to Division Vice President Office by:	Friday, July 24, 2009
Begin forwarding completed reviews to Human Resources:	July 25, 2009 - September 3, 2009
Submit Division MPP/Confidential Performance Reviews to Human Resources no later than:	Friday, September 4, 2009