
Evaluation Dates

Annual Cycle

Midpoint Conversation

Occurs in January each year

Period Dates: 07/01/20xx - 12/31/20xx

Summary Evaluation

Occurs in July each year

Period Dates: 07/01/20xx - 06/30/20xx

Probation Cycle

Thirty Day Conversation

Occurs within 30 days of start date.

Period Start Date: Employee hire date

Period End Date: Hire date + 30 days

Mid Probation Conversation

Occurs midway through probation period

Period Start Date: Hire date

Period End Date: Hire date + 90/180 days

Summary Probation Evaluation

Occurs at completion of probation period

Period Start Date: Hire date

Period End Date: Probation end date
