

9/18/13

## **Appraisal Deadlines for 2013**

- Thursday, October 31      Deadline to close out FY 2013 performance appraisals.
- Wednesday, November 6      Deadline to submit any required hard copy performance appraisals. The only required hard copies of appraisals will be for employees without access to Sharepoint/Webforms. All others will be reviewed electronically. Hard copies should be sent to Cedric Simon (For HQ offices, NE, SE regions) and Michelle Cohen (MW, RM, SC, PSW, NW, AK regions).
- Friday, November 29      Deadline to sign 2014 performance plans. Forms are found at: <https://webforms.usgs.gov/Pages/default.aspx>  
Performance plans must be established using the link to the DI-3100FY14 or DI-3100SFY14 forms.