

## **Revised Appraisal Deadlines for 2016**

- Monday, October 31<sup>st</sup>                      Deadline to close out FY 2016 performance appraisals.
- Thursday, November 10<sup>th</sup>              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 Ximena Calero (For HQ offices) and Arcelia Herrera (for all Regions).
- Wednesday, November 30<sup>th</sup>            Deadline to sign 2017 performance plans. Forms are found at: <https://webforms.usgs.gov/Pages/default.aspx>  
Performance plans must be established using the link to the DI-3100FY17 or DI-3100SFY17 forms.