**PDR\ASR Integrated Timeline for Administrative\Medical Staff Year-End 2016-17**

**PDR**

- **2/1/2017**
  - PDR Year-End Begins

- **3/9 - 4/15**
  - Manager Assessment*
    - Reminder: Managers should meet with employees but not share overall rating or comment until after EVPT Calibration

- **4/16 - 5/19**
  - Local Calibration*

- **5/19/2017**
  - Final Ratings Due in PDR

- **5/22 - 6/9**
  - EVPT Calibration

- **6/20 - 6/30**
  - PDR Rating and Letter delivered by Manager\DLC to Employee

**ASR**

- **2/1 - 3/8**
  - Self-Assessment*

- **3/16 - 4/20**
  - ASR Creation Date

- **4/20/2017**
  - ASR Creation Date

- **5/15/2017**
  - DLCs Submit ASR

- **6/9/2017**
  - Approvers Finalize ASR

*Date ranges for Self-Assessment, Manager Assessment and Local Calibration are recommendations. The PDR form does not automatically advance on the end dates shown here.*