

## Subject: FY2027 Annual Performance Review Planning Process - Starts July 1

On July 1 we will be rolling out the goal planning tasks for Fiscal Year 2027 Performance Review Processes. The FY27 cycle will include the time period of July 1, 2026 – June 30, 2027.

- **FY27 Annual Cycle** – All FT employees plus designated Academic Administrators with a hire date of June 30, 2026, or earlier.
- **FY27 Probationary Cycle** - All FT employees plus designated Academic Administrators with a hire date of July 1, 2026, or later.

Both you and your employees will receive email notifications on July 1 with information about due dates and actions for completing the goal planning process.

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### Key Features:

- **Self-Goal Setting:** Employees have the ability to complete Self-Goal Setting in the system, which is optional based on supervisor guidance. They will have access for 62 days starting July 1 to submit their goals to their supervisor for approval.
- **Copy Goals Feature:** Goals for FY2027 can be copied from the 2025 cycle in My Learning Connection to the FY2027 Planning document.
- **Electronic Signatures:** Both the supervisor and employee will sign off on the online FY2027 Planning document to complete the plan process.

### Internal Team Communications:

We recommend that you communicate to your Team about your internal timeline for due dates on the following items:

- **Requirements for Optional Self-Goal Setting for the Plan.** They will have 62 days from July 1 to complete and submit the goals to you.
- **Information about your internal schedule for the goal planning process.**
- **Finalizing FY2027 Plans in the system.** All goals need to be approved by the supervisor prior to the electronic signatures and submission of the plan.
- **Indirect Manager or the Next Level Supervisor guidance to the larger Team.** Please provide any guidance about your expectations in regard to the process or reviewing subordinate plans as part of the process.

## FY2027 Annual Goal Setting with Employees still in their Probationary Status on July 1:

- Supervisors may have two tasks listed for their New Employees that have a last hire date between January 1, 2026, and June 30, 2026. A task for their 2025 Probationary Review and a task for their FY27 Annual Plan.
  - The new employee's Probationary Performance (6 month) Review task should be completed as scheduled based on their hire date.
  - *After the Probationary evaluation has been completed*, then the supervisor can set goals for the FY27 Annual Planning task in preparation for the next Annual Review.

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Please look for the notification email from [HRPerformance@Missouristate.edu](mailto:HRPerformance@Missouristate.edu) on July 1 for the FY2027 Annual Performance Review Planning Task.

Additional resources and information are located online at the [HR Performance](#) webpage and HR Live sessions will be available for registration in [My Learning Connection](#) for both supervisors and employees starting the week of July 6.