

2018 SPEEA Retention Index Review

Effective Date April 4, 2018

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| Pre-work | 11/06/17 | Kick Off Announcement |
| | 11/06/17 – 12/08/17 | Skill Teams identify Skill Captains and supporting HRGs |
| | 11/06/17 – 01/12/18 | Skill Teams & managers validate retention skill groups, skill populations and employee classifications |
| | 11/06/17 – 01/12/18 | Skill Captain/HRG Training (web- based/on-demand) |
| | 11/06/17 – 01/12/18 | Skill Teams establish/validate competencies and review with assessing mgrs. |
| | 11/17/17 | Last date to export and copy 2017 competencies and scores |

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| | 01/16/18 | Exercise START |
| | 01/16/18 – 01/19/18 | Assessment notifications sent to line managers |
| | 01/16/18 – 01/26/18 | Managers complete assessments (time period dependent upon when notification is sent and requested due date) |

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| | 01/29/18 – 02/23/18 | Skill Captains/Line Managers complete retention meetings |
| | 02/26/18 – 03/02/18 | Process Council/Skill Team final review |

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| | 03/02/18 – 03/09/18 | Workforce final review |
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| | 03/12/18 – 03/30/18 | Employee notices printed and distributed |
| | 04/04/18 | EFFECTIVE DATE |
| | Post Exercise | Skill Captains communicate 2019 competencies across skills |