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**HHHR 20XX PA Cycle Talent Review Meeting (TRM) Example**

**Non-exempt Day 1**

**Conference Room**

**Wednesday, February 3**

**8:00AM – 5:00PM (Lunch at Noon)**

Manager #1

* Employee #1
* Employee #2
* Employee #3
* Employee #4
* Employee #5
* Employee #6
* Employee #7
* Employee #8
* Employee #9
* Employee #10

Manager #2

* Employee #11
* Employee #12
* Employee #13
* Employee #14
* Employee #15
* Employee #16
* Employee #17

Manager #3

* Employee #18

Manager #4

* Employee #19

Manager #5

* Employee #20

**Non-exempt Day 2**

**Conference Room**

**Thursday, February 4**

**8:00AM – 5:00PM (Lunch at Noon)**

Manager #6

* Employee #21
* Employee #22
* Employee #23
* Employee #24
* Employee #25
* Employee #26
* Employee #27
* Employee #28

Manager #7

* Employee #29
* Employee #30
* Employee #31
* Employee #32
* Employee #33

Manager #8

* Employee #34
* Employee #35
* Employee #36
* Employee #37
* Employee #38
* Employee #39

Manager #9

* Employee #40
* Employee #41
* Employee #42
* Employee #43

**Talent Review Board (TRB) for both sessions**

HR, Manager #1, Manager #2, Manager #3, Manager #4, Manager #5, Manager #6, Manager #7, Manager #8, Manager #9

**Exempt Level Day 1**

**Monday, February 8**

**12:00PM – 3:30PM**

|  |  |
| --- | --- |
| **Director #1** |  |
| Manager #1 | 12:00 |
| Manager #3 | 12:20 |
| Manager #5 | 12:40 |
| Manager #6 | 1:00 |
| Manager #8 | 1:20 |
| **Director #2** |  |
| Manager #2 | 1:40 |
| Manager #9 | 2:00 |
| **Director #3** |  |
| Manager #4 | 2:20 |
| Manager #7 | 2:40 |
| Exempt Non-Mgr #1 | 3:00 |

**Talent Review Board (TRB) for Exempt 1 session**

HR, Director #1, Director #2, Director #3, Sr. Mgr. #1, Sr. Mgr. #2, Sr. Mgr. #3, Sr. Mgr. #4

**Exempt Level Day 2**

**Tuesday, February 9**

**1:00PM – 4:30PM**

|  |  |
| --- | --- |
| **Sr. Mgr. #1** |  |
| Exempt Non-Mgr #2 | 1:00 |
| **Sr. Mgr. #2** |  |
| Director #1 | 1:20 |
| Exempt Non-Mgr #3 | 1:40 |
| **Sr. Mgr. #3** |  |
| Exempt Non-Mgr #4 | 2:00 |
| Director #2 | 2:20 |
| Exempt Non-Mgr #5 | 2:40 |
| Exempt Non-Mgr #6 | 3:00 |
| **Sr. Mgr. #4** |  |
| Director #3 | 3:20 |
| **Sr. Mgr. #5** |  |
| Exempt Non-Mgr #7 | 3:40 |

**Talent Review Board (TRB) for Exempt 2 session**

HR, Sr. Mgr. #1, Sr. Mgr. #2, Sr. Mgr. #3, Sr. Mgr. #4, Sr. Mgr. #5