

UPDATED: Performance Appraisal Timeline FY17 (July 1, 2016 – June 30, 2017)

- August 21, 2017:** Each employee will receive a self-evaluation in their Workday Inbox
- September 27, 2017:** Self-evaluations should be completed and submitted.
[Click here for the job aid on WordPress.](#)
- October 6, 2017:** Supervisor's portion should be completed and submitted by the immediate supervisor.
[Click here for the job aid on WordPress.](#)
- October 13, 2017:** Review process by higher level supervisor and the additional reviewer* should be completed and submitted.
At the discretion of the Dean, Director, Vice President or his/her designee an additional reviewer can be added. This must occur **BEFORE the higher level supervisor approves/submits the review.*
[Click here for the job aid on WordPress.](#)
- October 20, 2017:** Immediate supervisor completes Workday To Do by meeting with employee to discuss the appraisal;
AND
Employee acknowledges in Workday that they met with their immediate supervisor to discuss the appraisal.

If you have any questions, please do not hesitate to contact:
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WordPress: [Job Aids](#)
[Self-Evaluation](#); [Supervisor Evaluation](#); [To Add an Additional Reviewer](#); [Updating Goals](#); [Performance Appraisal Report](#)

We are excited to kick off the performance appraisal process for all AMP and SP employees, for work completed in FY17 (July 1, 2016 - June 30, 2017). **Please note that all work completed after July 1, 2017, should be included in the performance appraisal for next year, FY18.**

The following are the steps to complete the performance appraisal process. Note that all notifications will appear in your WD Inbox:

Each employee will receive a self-evaluation in their WD Inbox on August 21, 2017. Self-evaluations should be completed and submitted by **September 27, 2017**. [Click here](#) to log in to WordPress for the job aid.

The immediate supervisor will receive the employees' self-evaluation, and complete the supervisor's portion by **October 6, 2017**. [Click here](#) to log in to WordPress for the job aid.

The higher level supervisor will then receive the appraisal to review. *At the discretion of the Dean, Director, Vice President or his/her designee an additional reviewer can be added. The additional reviewer can only be added **BEFORE** the higher level supervisor approves/ submits the review.* [Click here](#) to log in to WordPress for the job aid. This review process should be completed by **October 13, 2017**.

Once the appraisal is approved, the immediate supervisor will receive a "To Do" to schedule the meeting with the employee. After the meeting, the supervisor will release the appraisal back to the employee. The meeting should be held by **October 20, 2017**.

The final step is for the employee to acknowledge, in Workday, that they had the appraisal discussion with the supervisor. This final step must be completed **no later than October 20, 2017**.

If you have any questions, please do not hesitate to contact Natalie M. Manoogian, Assistant Director of Employee Relations and Development, at 7-2554 or email nmanoogian@fau.edu