

Performance Appraisal Timeline FY16 (July 1, 2015 – June 30, 2016)

- August 15, 2016:** Each employee will receive a self-evaluation in their Workday Inbox
- September 7, 2016:** Self-evaluations should be completed and submitted.
[Click here for the job aid on WordPress.](#)
- September 23, 2016:** Supervisor's portion should be completed and submitted by the immediate supervisor.
[Click here for the job aid on WordPress.](#)
- September 30, 2016:** 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 7, 2016:** Immediate supervisor completes Workday To Do by meeting with employee to discuss the appraisal.
- October 16, 2016:** 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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Job Aids

WordPress: [Self-Evaluation](#); [Supervisor Evaluation](#); [To Add an Additional Reviewer](#)
Blackboard: [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 FY16 (July 1, 2015 - June 30, 2016). **Please note that all work completed after July 1, 2016, should be included in the performance appraisal for next year, FY17.**

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 15, 2016. Self-evaluations should be completed and submitted **by September 7, 2016**. [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 **September 23, 2016**. [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 **September 30, 2016**

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 7, 2016**.

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 16, 2016**.

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