UPDATED: Performance Appraisal Timeline
FY17 (July 1, 2017 – June 30, 2018)

June 1, 2018: Each employee will receive a self-evaluation in their Workday Inbox

July 11, 2018: Self-evaluations should be completed and submitted.

July 27, 2018: Supervisor’s portion should be completed and submitted by the immediate supervisor.

August 10, 2018: 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.

August 24, 2018: 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.

Job Aids are in Workday
2018 Performance Appraisal Status Report 2018 Updating Goals
2018 Performance Appraisal – Instructions To Add an Additional Approver

If you have any questions, please do not hesitate to contact:
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(561) 297-2554 or n manoogian@fau.edu
We are excited to kick off the performance appraisal process for all AMP and SP employees, for work completed in FY18 (July 1, 2017 - June 30, 2018). **Please note that all work completed after July 1, 2018, should be included in the performance appraisal for next year, FY19.**

The Performance Rating Scale has changed:

<table>
<thead>
<tr>
<th>Old Performance Rating Scale</th>
<th>New Performance Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (5)</td>
<td>Exceptional (5)</td>
</tr>
<tr>
<td>Exceeds Expectations (4)</td>
<td>Outstanding (4)</td>
</tr>
<tr>
<td>Meets Expectations (3)</td>
<td>Good (3)</td>
</tr>
<tr>
<td>Needs Improvement (2)</td>
<td>Needs Improvement (2)</td>
</tr>
<tr>
<td>Below Standards (1)</td>
<td>Unsatisfactory (1)</td>
</tr>
<tr>
<td>Too New to Rate (less than 4 months) (0)</td>
<td>Too New to Rate (less than 2 months) (0)</td>
</tr>
</tbody>
</table>

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 June 1, 2018. Self-evaluations should be completed and submitted **by July 11, 2018.**

- The immediate supervisor will receive the employees’ self-evaluation, and complete the supervisor’s portion by **July 27, 2018.**

- 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.* This review process should be completed by **August 10, 2018.**

- 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 **August 24, 2018.**

- 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 August 24, 2018.**

All Job Aids are in Workday. 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.