

## 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 – Self-Evaluation

2018 Performance Appraisal – Supervisor Evaluation

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:  
Natalie M. Manoogian, Assistant Director, Employee Relations and Development  
(561) 297-2554 or [nmanoogian@fau.edu](mailto:nmanoogian@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:

#### **Old Performance Rating Scale**

Outstanding (5)  
Exceeds Expectations (4)  
Meets Expectations (3)  
Needs Improvement (2)  
Below Standards (1)  
Too New to Rate (less than 4 months) (0)

#### **New Performance Rating Scale**

Exceptional (5)  
Outstanding (4)  
Good (3)  
Needs Improvement (2)  
Unsatisfactory (1)  
Too New to Rate (less than 2 months) (0)

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](mailto:nmanoogian@fau.edu).