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:
Natalie M. Manoogian, Manager of Employee Relations and Development
(561) 297-2554 or nmanoogian@fau.edu

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](link) 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](link) 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](link) 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](mailto:nmanoogian@fau.edu)