Annual Performance Appraisal Timeline
FY20 (July 1, 2019 – June 30, 2020)

June 8, 2020: Each employee will receive a self-evaluation in their Workday Inbox

July 10, 2020: Self-evaluations should be completed and submitted.

July 31, 2020: Supervisor’s portion should be completed and submitted by the immediate supervisor.

August 14, 2020: 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 28, 2020: 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
Performance Appraisal – Self-Evaluation
Performance Appraisal – Supervisor Evaluation
Performance Appraisal Status Report
Updating Goals
Performance Appraisal – Instructions To Add an Additional Approver

If you have any questions, please do not hesitate to contact:
Gabrielle Zaidman, Manager, Employee Relations and Development
(561) 297-3072 or gzaidman@fau.edu
Annual Performance Appraisal Process
FY20 (July 1, 2019 – June 30, 2020)

We are excited to kick off the performance appraisal process for all AMP and SP employees, for work completed in FY20 (July 1, 2019 - June 30, 2020). Please note that all work completed after July 1, 2020, should be included in the performance appraisal for next year, FY21.

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


The immediate supervisor will receive the employees’ self-evaluation and complete the supervisor’s portion by July 31, 2020.

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 14, 2020.

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 28, 2020.

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 28, 2020.

All Job Aids are in Workday.
If you have any questions, please do not hesitate to contact Gabrielle Zaidman, Manager, Employee Relations and Development, at 7-3072 or email gzaidman@fau.edu.