

Federal Work-Study Annual Performance Appraisal Timeline (December 25, 2021 – December 23, 2022)

November 1st, 2022:	Each employee will receive a self-evaluation in their Workday Inbox
November 14th, 2022:	Self-evaluations should be completed and submitted.
November 25th, 2022:	Supervisor's portion should be completed, the appraisal will then go back to the employee for review.
November 30th, 2022:	Deadline for supervisor to complete a meeting with employee to discuss the appraisal <u>AND</u> Employee acknowledges in Workday that they met with their immediate supervisor to discuss the appraisal.

Job Aids are in Workday

- Student Performance Appraisals Job Aid
- Student Performance Appraisals Job Aid for Managers

If you have any questions, please do not hesitate to contact:

Kelsie Conrad, Need Based Employment Programs Coordinator

(561) 297-3529 or conradk@fau.edu & workstudy@fau.edu

Ana Guerin, Interim Employee Relations & Development Manager

(561) 297-3072 or aguerin2@fau.edu

Frequently Asked Questions:

1. When are the performance appraisals due?

Please follow the timeline below:

- Self-evaluations are due by November 14, 2022
- Supervisor evaluations are due by November 25, 2022
- Employee acknowledges they met with supervisor via Workday by November 30, 2022

2. Who should complete the appraisal?

- Any Federal Work-Study students with a start date before August 20th, 2022 should complete the appraisal
- *If the student's start date of August 20th, 2022 or after will not be required to evaluate and student and you can select N/A for all competencies and overall ranking.*

3. How much long should student/supervisor responses to each competency be?

- 2-5 sentences
- Provide specific examples when available
- If the competency does not apply to the student's position, please choose **N/A**