



ANNUAL EMPLOYEE EVALUATION PROCESS FY25 (July 1, 2024 – June 30, 2025)

Step 1: EMPLOYEE SELF-EVALUATION

June 9, 2025 to July 11, 2025..... Employees receive notification in their Workday In-Box on Monday, June 9th for access to their FY25 performance evaluations. Employees are to evaluate their performance, and their self-evaluation is to be completed by Friday, July 11, 2025.
(4 weeks)

Step 2: SUPERVISOR EVALUATION

July 14, 2025 to August 8, 2025..... After the employee completes their self-evaluation, Workday will automatically route their evaluation to the immediate supervisor. Immediate supervisors are to complete their evaluation of the employee's performance by Friday, August 8, 2025.
(4 weeks)

Step 3: ADDITIONAL REVIEWER EVALUATION*

August 11, 2025 to August 25, 2025..... The "additional reviewer" (which is normally a higher-level supervisor) is to complete their portion of the evaluation by Monday, August 25, 2025. At the discretion of the Dean, Director, Vice President or their designee, an additional reviewer can be added in the evaluation process; however, that additional reviewer must be added (by the immediate supervisor) before the immediate supervisor approves/submits (step 2). ***An additional reviewer is not required;** however, for some positions, this may be appropriate (i.e. dotted line reporting).
(2 weeks)

Step 4: SUPERVISOR AND EMPLOYEE EVALUATION MEETING

August 26, 2025 to September 19, 2025..... Once the evaluation is completed (either by the immediate supervisor and/or immediate supervisor and additional reviewer) the immediate supervisor will receive a "To Do" to schedule a meeting with the employee to discuss the evaluation. That supervisor and employee evaluation meeting is to be held and completed by Friday, September 19, 2025.
(3.5 weeks)

Step 5: EMPLOYEE ACKNOWLEDGMENT

September 22, 2025 to October 3, 2025..... After the supervisor and employee evaluation meeting (step 4) the supervisor is to release the evaluation back to the employee, and the employee acknowledges in Workday that they met with the immediate supervisor and discussed the contents of the performance evaluation. That acknowledgement in Workday is to be completed by Friday, October 3, 2025.
(2 weeks)

For question, please contact Shannon Kulasekere, Employee Development & Training Manager (skulasekere@fau.edu) / (561) 297-3071).

Job Aids in Workday:

- Performance Appraisal – Self-Evaluation
- Performance Appraisal – Supervisor Evaluation
- Performance Appraisal – Updating Goals
- Performance Appraisal – Instructions to Add an Additional Reviewer
- Performance Appraisal Status Report