

## Annual Performance Appraisal Timeline FY19 (July 1, 2018 – June 30, 2019)

- June 10, 2019:** Each employee will receive a self-evaluation in their Workday Inbox
- July 10, 2019:** Self-evaluations should be completed and submitted.
- July 26, 2019:** Supervisor's portion should be completed and submitted by the immediate supervisor.
- August 9, 2019:** 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 23, 2019:** 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](mailto:gzaidman@fau.edu)

## Annual Performance Appraisal Process FY19 (July 1, 2018 – June 30, 2019)

We are excited to kick off the performance appraisal process for all AMP and SP employees, for work completed in FY19 (July 1, 2018 - June 30, 2019). **Please note that all work completed after July 1, 2019, should be included in the performance appraisal for next year, FY20.**

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 10, 2019. Self-evaluations should be completed and submitted **by July 10, 2019.**

The immediate supervisor will receive the employees' self-evaluation and complete the supervisor's portion by **July 26, 2019.**

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 9, 2019.**

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 23, 2019.**

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 23, 2019.**

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](mailto:gzaidman@fau.edu).