

**ANNUAL EVALUATION OF AFT PROFESSIONAL STAFF
EMPLOYED ON MULTI-YEAR CONTRACTS**

NO LATER THAN	
February 21, 2013	Evaluation initiated by meeting between the employee and his/her supervisor to discuss the employee's job performance. Employees being evaluated will be notified of intention to conduct evaluation.
March 6, 2013	Following meeting, supervisor writes draft assessment using copy of performance appraisal and transmits it to employee.
March 20, 2013	At the employee's option, supervisor and employee meet to discuss draft assessment.
March 27, 2013	Supervisor prepares written assessment using performance appraisal form, to be included in the employee's personnel file. Copy transmitted to employee, who will have the right to respond.
April 3, 2013	A copy of the employee's final written assessment must be forwarded to the Office of Human Resources for inclusion in employee's personnel file.

A candidate may request an interview with the next level supervisor to address the record.

Note: When a contractual or legal deadline falls on a weekend or holiday, the deadline becomes the following business day.