

## AFT PROFESSIONAL STAFF EVALUATION TIMELINE

**Rating Period: October 1, 2019 – September 30, 2020**

<b>NO LATER THAN</b>	
April 15, 2020	Interim Review Opens. Professional Staff and supervisors submit interim FY20 objective results.
May 30, 2020	Supervisors and Professional Staff meet to discuss and complete Interim Review.
July 15, 2020	Goal alignment process for FY21 begins.
August 15, 2020	Professional Staff submits draft of FY21 objectives to Supervisor.
September 1, 2020	Supervisor calls an initial meeting to review the online job description/responsibilities, a draft of the Employee Self-Assessment of Performance Related to Achievement of Established Objectives and Noteworthy Achievements. A second meeting is arranged.
September 15, 2020	Supervisor provides a draft of Objective Results and Overall Assessment and Learning or Development Opportunities.  Objectives for FY21 are finalized.
September 20, 2020	Professional Staff and Supervisor meet to review and discuss FY20 appraisal.
October 15, 2020	Supervisors complete final results, overall performance assessment, and finalize FY21 objectives.
October 30, 2020	Vice Presidents review and approve objectives for FY21.