

AFT PROFESSIONAL STAFF EVALUATION TIMELINE

Rating Period: October 1, 2023 – September 30, 2024

NO LATER THAN	RATING PERIOD 10-1-22 to 9-30-23	RATING PERIOD 10-1-23 to 9-30-24
September 1, 2023	Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance Related to Achievement of Established Objectives and Noteworthy Achievements for the Final phase of the appraisal cycle.	Supervisor reviews online job description/ responsibilities and discusses objective for evaluation period ending 9-30-24.
September 15, 2023	Supervisor provides a draft of Objective Results and Overall Assessment and Learning or Development Opportunities for the evaluation period ending 9-30-23.	Employee finalizes objectives for evaluation period 10-1-23 to 9-30-24 and meets with supervisor.
September 20, 2023	Professional Staff member and Supervisor meet to review and discuss final results for evaluation period ending 9-30-23.	
October 14, 2023	Supervisors complete final results and provides overall performance assessment.	Supervisor approves objectives.
October 31, 2023	Vice Presidents review and approve overall performance assessment for evaluation period ending 9-30-23.	Vice Presidents review and approve objectives for evaluation period 10-1-23 to 9-30-24.
April 15, 2024		Interim Review Opens. Professional Staff member and Supervisor submit interim evaluation objective results.
May 31, 2024		Supervisors and Professional Staff member meet to discuss and complete Interim evaluation for period 10-1-23 to 9-30-24
July 15, 2024		Goal alignment process for 10-1-24 to 9-30-25 begins.
August 15, 2024		Professional Staff member submits to Supervisor draft objectives for evaluation period 10-1-24 to 9-30-25 .