

**NON-ALIGNED (HEM) and CONFIDENTIAL EVALUATION TIMELINE**

**Rating Period: October 1, 2024 – September 30, 2025**

No Later Than Date	Rating Period 10-1-23 to 9-30-24 (WP Connect Appraisal System)	Rating Period 10-1-24 to 9-30-25 (Workday Appraisal System)
September 1, 2024	Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance and noteworthy achievements for the Final phase of the appraisal cycle.	Non-Aligned manager reviews online job description/ responsibilities and discusses goals/objectives for evaluation period ending 9-30- 25 in Workday appraisal system.
September 15, 2024	Employee provides their supervisor a draft of Objective Results and Overall Assessment and Learning or development Opportunities for the evaluation period ending 9-30-24.	Employee finalizes draft goals/objectives for the evaluation period 10-1-24 to 9-30-25 and meets with supervisor.
September 20, 2024	Employee and supervisor begin meeting to review and discuss results for evaluation period ending 9-30-24.	
October 15, 2024	Supervisors complete final evaluation process and provide overall performance assessment for the evaluation period ending 9-30- 24.	Supervisors review and approve objectives and milestones for the evaluation period 10-1-24 to 9-30-25.
October 31, 2024	Vice Presidents review and approve overall performance assessment for evaluation period ending 9-30-24.	Vice Presidents review and approve objectives and milestones for evaluation period 10-1-24 to 9-30-25.
April 15, 2025		Interim Review for evaluation period 10-1-24 to 9- 30-25 opens. Employees submit interim goal achievement results.
May 31, 2025		Supervisor and employee meet to discuss and complete Interim Review for evaluation period 10- 1-24 to 9-30-25.
July 15, 2025		Goal Setting and Alignment Process for evaluation period <b>10-1-25 to 9-30-26</b> begins.
August 15, 2025		Employee submits draft objectives to Supervisor for evaluation period beginning <b>10-1-25 to 9-30-26</b> .
September 1, 2025		Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance and noteworthy achievements for the Annual phase of the evaluation period ending 9-30-25.