

AFT PROFESSIONAL STAFF EVALUATION TIMELINE

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

NO LATER THAN	RATING PERIOD 10-1-23 to 9-30-24 (WPconnect 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 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 milestones for evaluation period ending 9-30-25.
September 15, 2024	Supervisor provides 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 evaluation period 10-1-24 to 9-30-25 and meets with supervisor.
September 20, 2024	Professional Staff member and Supervisor begin meeting to review and discuss final results for evaluation period ending 9-30-24.	
October 15, 2024	Supervisors complete final results and provides overall performance assessment.	Supervisors review and approve objectives 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 for evaluation period 10- 1-24 to 9-30-25.
April 15, 2025		Interim Review Opens. Professional Staff member and Supervisor submit interim evaluation objective results.
May 31, 2025		Supervisors and Professional Staff member meet to discuss and complete Interim evaluation for period 10-1-24 to 9-30-25.
July 15, 2025		Goal Setting and Alignment Process for evaluation period 10-1-25 to 9-30-26 begins.
August 15, 2025		Professional Staff member submits to Supervisor draft objectives for evaluation period 10-1-25 to 9-30-26 .
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.