



Timeline: AFT Staff Annual Performance Evaluation

One Year & Three year AFT Employees and New Hires

ACTIONS FOR <i>NEW</i> EVALUATION CYCLE SEPTEMBER 1, 2022 TO AUGUST 31, 2023	DUE DATES
Initial discussion between employee and manager to establish goals for Performance Evaluation Cycle: September 1, 2022 through August 31, 2023.	September 12, 2022
Finalization of major goals for the evaluation cycle.	November 12, 2022
Interim evaluations to be submitted by Manager.	March 13, 2023
Ongoing regular discussions/ meetings between manager and employee, both informal and formal, focussing on coaching, development and achievement.	November 12, 2022 - August 31, 2023
ACTIONS FOR <i>PAST</i> EVALUATION CYCLE SEPTEMBER 1, 2021 TO AUGUST 31, 2022	DUE DATES
Manager completes the performance evaluation document.	September 19, 2022
Manager submits evaluation to second level manager for review.	October 17, 2022
Second level manager returns evaluation to first level manager.	October 24, 2022
Employee <i>and</i> Manager meet to discuss the evaluation.	October 31, 2022
Final evaluation points are communicated to Human Resources.	November 12, 2022
Board of Trustees reappointment decisions are made.	December 6, 2022
Reappointment status letters are issued by Human Resources.	January 2023
Employee signs and returns reappointment letter to Human Resources.	February 1, 2023