



Timeline: AFT Staff Annual Performance Evaluation

One Year & Three year AFT Employees and New Hires

ACTIONS FOR <i>NEW</i> EVALUATION CYCLE SEPTEMBER 1, 2023 TO AUGUST 31, 2024	DUE DATES
Initial discussion between employee and manager to establish goals for Performance Evaluation Cycle: September 1, 2023 through August 31, 2024.	September 11, 2023
Finalization of major goals for the evaluation cycle.	November 13, 2023
Interim evaluations to be submitted by the Manager.	March 11, 2024
Ongoing regular discussions/ meetings between manager and employee, both informal and formal, focusing on coaching, development and achievement.	November 13, 2023 - August 30, 2024
ACTIONS FOR <i>PAST</i> EVALUATION CYCLE SEPTEMBER 1, 2022 TO AUGUST 31, 2023	DUE DATES
Employee completes the performance self-evaluation document.	October 1, 2023
Manager submits evaluation to second level manager for review.	October 16, 2023
Second level manager returns the evaluation to the first level manager.	October 23, 2023
Employee <i>and</i> Manager meet to discuss the evaluation.	October 30, 2023
Final evaluation points are communicated to Human Resources.	November 10, 2023
Board of Trustees reappointment decisions are made.	December 5, 2023
Reappointment status letters are issued by Human Resources.	January 2024
Employee signs and returns reappointment letter to Human Resources.	February 2024