

**PERFORMANCE ASSESSMENT REVIEW (PAR) SCHEDULE**  
**FOR CLASSIFIED EMPLOYEES ONLY (IFPTE, CWA, NJSOLEA PBA, NJLESA)**

**Rating Period July 1, 2023 – June 30, 2024**

| ACTION  | IMPORTANT DATES                      |
|---|--------------------------------------|
| Initial meeting between employee and supervisor to discuss: <ul style="list-style-type: none"> <li>• Major goals</li> <li>• Individual job responsibilities</li> <li>• Standards for satisfactory performance</li> <li>• Overview of performance factors</li> </ul>   | *July 1, 2023 – July 31, 2023        |
| Meeting scheduled between employee and supervisor to discuss the interim rating for the following areas: <ul style="list-style-type: none"> <li>• Significant events</li> <li>• Justification for interim evaluation</li> <li>• Specific areas for development</li> <li>• Ratee comments</li> <li>• Interim evaluation rating (July 1, 2023 – December 31, 2023)</li> </ul> | December 18, 2023 – January 19, 2024 |
| Meeting scheduled between employee and supervisor to discuss the final rating for the following areas: <ul style="list-style-type: none"> <li>• Significant events</li> <li>• Justification for final evaluation</li> <li>• Specific areas for development</li> <li>• Ratee comments</li> <li>• Final evaluation rating (July 1, 2023 – June 30, 2024)</li> </ul>           | June 17, 2024 – July 12, 2024        |

*\*Please note: HR is in the process of creating a form for Supervision to be able to add goals and responsibilities. If you have not done so already please meet with your employees and document those goals and responsibilities so when the form is ready you can insert those into the form and notate the date that you met with the employee. Additional instructions will be sent regarding the interim rating meetings.*