



Timeline: AFT Staff Annual Performance Evaluation

One Year & Three year AFT Employees and New Hires

ACTIONS FOR <i>NEW</i> EVALUATION CYCLE SEPTEMBER 1, 2024 TO AUGUST 31, 2025	DUE DATES
Initial discussion between employee and manager to establish goals for Performance Evaluation Cycle: September 1, 2024 through August 31, 2025.	October 11, 2024
Finalization of major goals for the evaluation cycle.	November 25, 2024
Managers should conduct an interim review meeting and should document that review meeting either via email or in a Word document in case there is a need to refer back to it at a later date.	March 10, 2025
Ongoing regular discussions/ meetings between manager and employee, both informal and formal, focusing on coaching, development, and achievement.	November 25, 2024 - August 31, 2025
ACTIONS FOR <i>PAST</i> EVALUATION CYCLE SEPTEMBER 1, 2023 TO AUGUST 31, 2024	DUE DATES
Employee completes the performance self-evaluation document.	October 18, 2024
The manager submits the evaluation to the second-level manager for review.	October 25, 2024
The second-level manager returns the evaluation to the first-level manager.	November 1, 2024
Employee <i>and</i> Manager meet to discuss the evaluation.	November 8, 2024
Final evaluation points are communicated to Human Resources.	November 15, 2024
Board of Trustees reappointment decisions are made.	December 3, 2024
Reappointment status letters are issued by Human Resources.	January 2025
Employee signs and returns reappointment letter to Human Resources.	February 2025