

## **Performance Assessment Review (PAR) Schedule**

**For Classified Employees Only (IFPTE, CWA, NJSOLEA, LTS, PBA-SLEU, SGTS, NJLESA)**

**Rating Period July 1, 2025 - June 30, 2026**

Evaluations for classified employees coincide with the fiscal year. HR will open performance documents one month before the deadline, and the performance documents will close one month after the deadline date. Two separate meetings are required to discuss the final PAR for FY25 and to set goals for FY26.

<b>ACTIONS:</b> <i>Documentation for the PAR evaluation process is initiated at the supervisor level in Oracle Cloud &gt; My Team &gt; Performance Overview.</i>	<b>Document Availability Dates &amp; Deadlines:</b>
<b>Step 1 Initial PAR Meeting:</b> Employee and supervisor meet 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>	<p>July 1, 2025 - July 31, 2025</p>
<b>Step 2 Interim PAR Meeting:</b> Employee and supervisor meet 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>• Specific areas</li> <li>• Ratee comments</li> </ul> <p><i>Interim Rating Period: July 1, 2025 - December 31, 2026</i></p>	<p>December 19, 2025 - January 16, 2026</p>
<b>Step 3 Final PAR Meeting:</b> 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> </ul> <p><i>Final Rating Period: July 1, 2025- June 30, 2026</i></p>	<p>June 15, 2026 - July 13, 2026</p>