

## Institutional Advancement

### PERFORMANCE EVALUATION TIMELINE (To be processed in Workday)

Rating Period: July 1, 2024 – June 30, 2025

No Later Than Date	Rating Period 7-1-24 to 6-30-25
July 01, 2024	Non-Aligned manager reviews online job description/ responsibilities and discusses goals/milestones for evaluation period ending 6-30-25.
July 20, 2024	Employee finalizes goals/milestones for the evaluation period 7-1-24 to 6-30-25 and meets with supervisor.
July 30, 2024	Supervisors review and approve milestones for evaluation period 7-1-24 to 6-30-25.
August 15, 2024	Vice Presidents review and approve milestones for evaluation period 7-1-24 to 6-30-25.
January 15, 2025	Interim Review for evaluation period 7-1-24 to 6-30-25 opens. Employees submit interim goal achievement results.
February 28, 2025	Supervisor and employee meet to discuss and complete Interim Review for evaluation period 7-1-24 to 6-30-25.
April 15, 2025	Goal Setting and Alignment Process for evaluation period <b>7-1-25 to 6-30-26</b> begins.
May 15, 2025	Employee submits draft objectives to Supervisor for evaluation period beginning <b>7-1-25 to 6-30-26</b> .
June 1, 2025	Supervisor schedules an initial meeting to review a draft of the Employee Self-Assessment of Performance and noteworthy achievements for the Final phase of the evaluation period ending 6-30-25

- Please note that the appraisals for the evaluation period 10/01/2023 – 09/30/2024 should be completed in the WPconnect appraisal system.