

Federal Work-Study Annual Performance Appraisal Timeline (December 24, 2022 – December 22, 2023)

October 16th, 2023:	Each employee will receive a self-evaluation in their Workday Inbox
November 6th, 2023:	Self-evaluations should be completed and submitted.
November 22nd, 2023:	Supervisor's portion should be completed, the appraisal will then go back to the employee for review.
December 6th, 2023:	Deadline for supervisor to complete a meeting with employee to discuss the appraisal <u>AND</u> Employee acknowledges in Workday that they met with their immediate supervisor to discuss the appraisal.

Job Aids are in Workday

- Student Performance Appraisals Job Aid
- Student Performance Appraisals Job Aid for Managers

If you have any questions, please do not hesitate to contact:

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Frequently Asked Questions:

1. When are the performance appraisals due?

Please follow the timeline below:

- Self-evaluations are due by November 6, 2023
- Supervisor evaluations are due by November 22, 2023
- Employee acknowledges they met with supervisor via Workday by December 6, 2023

2. Who should complete the appraisal?

- Any Federal Work-Study students with a start date before August 21, 2023 should complete the appraisal
- *If the student's start date is August 21, 2023 or after the student and supervisor will select N/A for all competencies and overall ranking*

3. How long should student/supervisor responses to each competency be?

- 2-5 sentences
- Provide specific examples when available
- Students may include an action plan if they are aware of an area they would like to improve in
- If the competency does not apply to the student's position, please choose **N/A**