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## **Federal Work-Study Annual Performance Appraisal Timeline**

### **(December 23, 2023 – December 20, 2024)**

<b>October 9<sup>th</sup>, 2024:</b>	Each employee will receive a self-evaluation in their Workday Inbox
<b>November 1<sup>st</sup>, 2024:</b>	Self-evaluations should be completed and submitted.
<b>November 22<sup>nd</sup>, 2024:</b>	Supervisor's portion should be completed, the appraisal will then go back to the employee for review.
<b>December 6<sup>th</sup>, 2024:</b>	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 1, 2024
- Supervisor evaluations are due by November 22, 2024
- Employee acknowledges they met with supervisor via Workday by December 6, 2024

### 2. Who should complete the appraisal?

- All Federal Work-Study students with a start date before August 19, 2024, **must** complete the appraisal.
- *If the student's start date is August 19, 2024, or after the student and supervisor will select N/A for all competencies and overall ranking*
  - *Students not required to complete the appraisal should still submit the appraisal in Workday to move it forward*
  - *Supervisors can rate the student "too new to rate" or "N/A" to complete the task*

### 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**