



Employee Relations & Development  
Department of Human Resources  
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**ANNUAL EMPLOYEE EVALUATION PROCESS**  
**FY24 (July 1, 2023 – June 30, 2024)**

Steps and timeline for the FY24 (July 1, 2023 - June 30, 2024)\* performance evaluation process for AMP and SP employees.

**Step 1: EMPLOYEE SELF-EVALUATION**

June 10, 2024 to July 12, 2024..... Employees will receive notification in their Workday In-Box on 6/10/24 providing them access to their FY24 performance evaluations. Employees are to evaluate their performance and their self-evaluations are to be completed no later than Friday, July 12, 2024.

**Step 2: SUPERVISOR EVALUATION**

Complete by August 2, 2024..... After the employee completes their self-evaluation, Workday will automatically route their evaluation to the immediate supervisor. Immediate supervisors are to complete their evaluation of the employee’s performance no later than Friday, August 2, 2024.

**Step 3: HIGHER-LEVEL SUPERVISOR/ ADDITIONAL REVIEWER EVALUATION**

Complete by August 16, 2024..... The higher-level supervisor or “additional reviewer” (which is normally a higher-level supervisor) is to complete their portion of the evaluation no later than Friday, August 16, 2024. Please note that at the discretion of the Dean, Director, Vice President or his/her designee, an additional reviewer can be added in the evaluation process; however, that additional reviewer must be added before the higher-level supervisor approves/submits. Also, it is important to note that an additional reviewer is not required.



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**Step 4: SUPERVISOR AND EMPLOYEE EVALUATION MEETING**

Complete by August 30, 2024..... Once the evaluation is completed, the immediate supervisor will receive a “To Do” to schedule a meeting with the employee to discuss the evaluation. The supervisor and employee evaluation meeting are to be held no later than Friday, August 30, 2024.

**Step 5: EMPLOYEE ACKNOWLEDGMENT**

Complete by September 6, 2024..... After the supervisor and employee evaluation meeting (step 4) the supervisor is to release the evaluation back to the employee, and the employee acknowledges in Workday that they met with the immediate supervisor and discussed the contents of the performance evaluation. The acknowledgement in Workday is to be completed no later than Friday, September 6, 2024.

**For question, please contact Ana Guerin, Employee Relations & Development Manager ([aguerin2@fau.edu](mailto:aguerin2@fau.edu) / (561) 297-3072).**

**Job Aids in Workday:**

- Performance Evaluation – Self-Evaluation
- Performance Evaluation – Supervisor Evaluation
- Performance Evaluation – Updating Goals
- Performance Evaluation – Instructions to Add an Additional Approver
- Performance Evaluation Status Report