
Federal Work-Study Annual Performance Appraisal Timeline (December 23, 2023 – December 20, 2024)

October 9 th , 2024:	Each employee will receive a self-evaluation in their Workday Inbox
November 1 st , 2024:	Self-evaluations should be completed and submitted.
November 22 nd , 2024:	Supervisor's portion should be completed, the appraisal will then go back to the employee for review.
December 6 th , 2024:	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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