

APT Evaluation

Timeline & Work Flow

Evaluation Timeline

- By October 31
 - Meeting with all staff to review evaluation process timeline, steps and online management system.
 - Evaluator completes Initial Evaluation Set-up to Assign Evaluators.
- By December 31
 - Self-Evaluation completed and shared by staff member.
- By End of Contract Year
 - Evaluation Report completed and shared by evaluator.
 - Evaluation meeting scheduled and held to review Evaluation Report.
- By End of Contract Year
 - Evaluation Report reviewed and acknowledged by staff member.
 - Optional employee response to evaluation report submitted by staff member.

Online Management System Work Flow

Step	Work Flow Action	Responsible Party	Date Due
1	Evaluation Set-up – assigning evaluators	Evaluator	by October 31
2	Self-Evaluation – completed & submitted	APT Employee	by December 31
3	Evaluation Report – completed & shared	Evaluator	by End of Contract Year
4	Meeting to Review Evaluation Report – scheduled & held	Evaluator	by End of Contract Year
5	Employee Acknowledgement of Evaluation Report	APT Employee	by End of Contract Year
6	Employee Response to Evaluation Report (optional)	APT Employee	by End of Contract Year