

ePAR Interim Evaluation

7/1/2023 – 6/30/2024 Cycle

No Later Than	Activity
December 4, 2023	Rater (Supervisor) initiates the Interim Evaluation process for assigned Ratees including assignment of numeric ratings to the accomplishment of Job Achievement and Job Related factors. Specific narrative must be entered in the Justification and Development fields of the evaluation to support the ratings assigned.
December 18, 2023	Rater submits the evaluation to the Ratee and schedules face-to-face meeting.
January 5, 2024	Rater edits the document content, if needed, after the face-to-face meeting. If no editing is needed, the Rater Confirms face-to-face meeting was held.
January 12, 2024	Ratee reviews the Interim Evaluation and agrees/disagrees with the rating, justification and development plan. Ratee may insert comments in the designated field.
January 16, 2024	Rater acknowledges Ratee agreement/disagreement and comments, if any.
January 16, 2024	Reviewer (immediate supervisor of the Rater) receives notification(s) to access ePAR system for review, comment and signoff on evaluation(s). Ratee names will be listed under the heading “Requested Feedback and Reviews.”
January 30, 2024	Reviewer completes the Interim Evaluation process and signs off on all evaluations in queue, which triggers notification to Ratee and Rater that the process is complete.