ePAR Final Evaluation

7/1/2023 – 6/30/2024 Cycle

Timeline	Activity
May 20, 2024	**Rater** (Supervisor) initiates the **Final 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 given.
June 3, 2024	**Rater** submits the evaluation to the Ratee and schedules face-to-face meeting.
June 14, 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.
June 21, 2024	**Ratee** reviews the Final Evaluation and agrees/disagrees with the rating, justification and development plan. Ratee may insert comments in the designated field.
June 28, 2024	**Rater** acknowledges Ratee agreement/disagreement and comments, if any.
June 28, 2024	**Reviewer** (immediate supervisor of the Rater) receives notification(s) to access ePAR system for review, comment and signoff of evaluation(s). Ratee names will be listed under the heading "Requested Feedback and Reviews."
July 12, 2024	**Reviewer** completes the Final Evaluation process and signs off on all evaluations in queue, which triggers notification to Ratee and Rater that the process is complete.