

APA EVALUATION SCHEDULE

New Process for Current Annual Evaluation Period (May 29, 2018 - March 31, 2019)

Review Period/Meeting	Form Required/Actions Taken	Completed By	Due Date
5/29/18 - 11/30/18	1st Bi-Annual Report - Appendix C	APA Administrator	12/1/18 (Extended to 12/7/18)
Discussion	Administrative Area Supervisor and Administrator discuss job description, accomplishments/successes, challenges, goals, and professional development activities and plans. (This form stays with Area Supervisor until 4/1/19)	Administrative Area Supervisor and Administrator	December, 2018
12/1/18 - 3/31/19	2nd Bi-Annual Report - Appendix C	APA Administrator	4/1/19
Discussion	Administrative Area Supervisor and Administrator discuss job description, accomplishments/successes, challenges, goals, and professional development activities and plans.	Administrative Area Supervisor and Administrator	April, 2019
5/29/18 - 3/31/19	Annual Performance Narrative - Appendix D	Administrative Area Supervisor	Provided to Administrator one week prior to in-person meeting to discuss the evaluation.
Annual Evaluation Meeting	Administrative Area Supervisor and the Administrator review job description and discuss the information in the Annual Performance Narrative form.	Administrative Area Supervisor and Administrator	Between 4/8/19 - 5/14/19
Optional Response	Administrator Response (written on form or attached)	Administrator	Within one week after meeting
Annual Evaluation Meeting Follow-up	Forms (all 3), updated job description, and any other relevant materials are sent by Administrative Area Supervisor to Chief Administrative Officer.	Administrative Area Supervisor	5/15/19
5/15/19 - 6/14/19	Reviews Annual Performance Narrative and, Bi-Annual Reports /signs, and provides copy to Administrative Area Supervisor (who provides a copy to Administrator), and sends originals to HR for inclusion in the Administrator's Official Personnel File.	Chief Administrative Officer	6/15/19