

## APA EVALUATION SCHEDULE

### Current Annual Evaluation Period (April 1, 2024- March 31,2025)

Due Date	Role	Action	Form	Review Period
On or about 11/1/24	APA Member	Submit <b><i>Bi-Annual Report (Appendix C)</i></b>	<b><i>1<sup>st</sup> Bi-Annual Report - Appendix C</i></b>	4/1/24 - 10/31/24
During November, 2024	Administrative Area Supervisor & APA Member	Meet to discuss content of the <b><i>Bi-Annual Report</i></b> : job description, accomplishments/successes, challenges, goals, and professional development activities and plans. <b>(Original stays with Administrative Area Supervisor until May, 2025)</b>	<b><i>1<sup>st</sup> Bi-Annual Report - Appendix C</i></b>	11/01/2024-05/31/2025
On or about 4/1/25	APA Member	Submit 2nd <b><i>Bi-Annual Report (Appendix C)</i></b> to Administrative Area Supervisor	<b><i>2<sup>nd</sup> Bi-Annual Report - Appendix C</i></b>	11/1/24 - 3/31/25
One week prior to in-person meeting to discuss the evaluation.	Administrative Area Supervisor	Administrative Area Supervisor provides the APA Member a copy of the completed <b><i>Annual Performance Narrative (Appendix D)</i></b>	<b><i>Annual Performance Narrative (Appendix D)</i></b>	4/1/25 - 05/31/2025
During April, 2025	Administrative Area Supervisor & APA Member	Review the <b><i>job description</i></b> and discuss the items in the <b><i>Bi-Annual Reviews</i></b> and the <b><i>Annual Performance Narrative.</i></b>	<b><i>Bi-Annual Reports (Appendix C)</i></b> and the <b><i>Annual Performance Narrative.</i></b>	4/1/25-05/31/2025
Within one week after meeting	APA Member	Optional Response to <b><i>Annual Performance Narrative</i></b>	(written on <b><i>Annual Performance Narrative</i></b> form or attached)	5/1/25-05/08/2025
5/8/25	Administrative Area Supervisor	Sends forms (all 3), <b><i>updated job description</i></b> , and any other relevant materials to Chief Administrative Officer.	<b><i>Annual Performance Narrative</i></b> and, <b><i>Bi-Annual Reports</i></b>	05/08/25-05/31/2025
5/31/25	Chief Administrative Officer	Review <b><i>Annual Performance Narratives</i></b> and, <b><i>Bi-Annual Reports</i></b> /signs, and provide copy to each Administrative Area Supervisor.	<b><i>Annual Performance Narrative</i></b> and, <b><i>Bi-Annual Reports</i></b>	05/31/2025-06/15/2025
6/15/25	Administrative Area Supervisor	Provide copy of <b><i>Annual Performance Narrative</i></b> and, <b><i>Bi-Annual Reports</i></b> to APA Member and send originals to HR for inclusion in the APA Member's Official Personnel File.	<b><i>Annual Performance Narrative</i></b> and, <b><i>Bi-Annual Reports</i></b>	05/31/2025-06/15/2025