

ePAR Job Expectations

July 1, 2023 – June 30, 2024 Cycle

Timeline	Activity
July 3, 2023	Rater (Supervisor) initiates the Job Expectations section of the ePAR including development of measurable employee (Ratee) goals for the fiscal year.
July 17, 2023	Rater submits the evaluation to the Ratee and schedules face-to-face meeting.
July 24, 2023	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.
July 26, 2023	Ratee reviews the Job Expectations and agrees/disagrees with the elements of the ePAR. May insert comments in the designated field.
July 27, 2023	Rater acknowledges Ratee agreement/disagreement and comments, if any.
July 27, 2023	Reviewer (immediate supervisor of the Rater) receives notification(s) of evaluations ready for their review and sign-off.
August 11, 2023	Reviewer completes the review process and signs off on all evaluations in queue, which triggers notification to Ratee and Rater that Job Expectations process is complete.