

# 23-24 Workday Evaluation Timeline

Classified and Admin/Pro/Tech Evaluation	
Goal Setting	September 11 - October 27, 2023
Mid-Year Evaluation Window Opens	December 4, 2023
Mid-Year Evaluation and Meetings Due	January 12, 2024
Final Evaluation Window Opens	April 1, 2024
Final Evaluations and Meetings Due for school year staff	May 10, 2024
Final Evaluations and Meetings Due for year-round staff	June 30, 2024
Late Hire/Transfers Evaluation Guidance	<ul style="list-style-type: none"><li>• Employees hired prior to March 1st <b>are required</b> to have a final evaluation.</li><li>• Employees hired on or after March 1st <b>are not required</b> to have a final evaluation.</li><li>• Transfers prior to the launch of the evaluations window are to be completed by the new supervisor.</li></ul>