Office of Student Financial Aid
Division of Academic Affairs
Boca Raton Campus
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Federal Work-Study Annual Performance Appraisal Timeline

(December 20, 2025 – December 18, 2026)

Step 1: EMPLOYEE SELF-EVALUATION

October 5, 2026 to October 26, 2026	Employees receive notification in their Workday In-Box on Monday, October 5th for access to their self-evaluation. Employees are to evaluate their performance, and their self-evaluation is to be completed by Monday, October 26, 2026.

Step 2: SUPERVISOR EVALUATION

October 26, 2026 to November 16, 2026	After the employee completes their self-evaluation, Workday will automatically route their evaluation to the immediate supervisor. Immediate supervisors are to complete their evaluation of the employee's performance by Monday, November 16, 2026.

Step 3: SUPERVISOR AND EMPLOYEE EVALUATION MEETING AND EMPLOYEE ACKNOWLEDGMENT

November 16, 2026 to December 11, 2026	Once the evaluation is completed, the immediate supervisor will receive a "To Do" to schedule a meeting with the employee to discuss the evaluation. That supervisor and employee evaluation meeting is to be held and completed. After the supervisor and employee evaluation meeting the supervisor is to release the evaluation back to the employee, and the employee acknowledges in Workday that they have met with the immediate supervisor and discussed the contents of the performance evaluation. The acknowledgement in Workday is to be completed by Friday, December 11, 2026.

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- Student Performance Appraisals Job Aid
- Student Performance Appraisals Job Aid for Managers

If you have any questions, please do not hesitate to contact:

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Employee Training and Development Division

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Frequently Asked Questions:

1. Why Is the Performance Appraisal Process a significant component of FWS Employment?

The Federal Work-Study performance appraisal process plays a vital role in supporting student employees and maintaining program quality by:

- Providing structured feedback
- Offering supervisors a consistent framework to guide and evaluate student workers
- Supporting professional development and emphasizing career skills focus
- Aligning with National Association of Colleges and Employers (NACE) Career Readiness Competencies to ensure students gain relevant, transferable skills
- Maintaining performance records and recognizing excellent work
- Providing data-driven insights to demonstrate the program's value to leadership

2. When are the performance appraisals due?
    - Self-evaluations are due by October 26th, 2026
    - Supervisor's evaluations are due by November 16th, 2026
    - Employees acknowledge they met with supervisor via Workday by December 11th, 2026

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3. Who should complete the appraisal?
   - All Federal Work-Study students with a start date on or after August 24, 2026, should complete the appraisal.

4. Who should not complete the appraisal?
   - If the student's start date is on or after August 24, 2026, the student and supervisor will select "Too New To Rate" for all listed competencies.

5. How long should the student/supervisor responses to each competency be?
   - 2-5 sentences, providing specific examples when available.
   - Students may include an action plan if they are aware of an area they would like to improve in.