



## ePAR Steps & Timeline

Activity	Date/timeframe
ePAR cycle launches	October 1
*ePAR initiated and face-to-face ratee meetings conducted	October 1-25
Ratee acknowledges	End of October
Rater acknowledges	End of October
Reviewer signs off	End of October
Deadline for completing the initial ePAR	<b>October 31</b>
Continuous Monitoring & Ongoing Feedback	November-March
*Interim evaluation ratings assigned and face-to-face ratee meetings held	March 16-27
Ratee acknowledges	End of March
Rater acknowledges	End of March
Reviewer signs off	End of March
Deadline for completing interim review in ePAR system	<b>April 1</b>
Continuous Monitoring & Ongoing Feedback	April-September
*Final evaluation ratings assigned and face-to-face ratee meetings held	September 14-25
Ratee acknowledges	End of September
Rater acknowledges	End of September
Reviewer signs off	End of September
Deadline for completing final review in ePAR system	<b>October 1</b>

\*Please note, the Rater must take TWO actions in the ePAR system: 1) submit expectations or ratings, THEN 2) return to the system to confirm face-to-face meeting.