

EPAR SCHEDULE: UNIQUE FOR NEW HIRES

- **JANUARY * FEBRUARY * MARCH * APRIL**

- Complete Initial ePAR (job expectations) immediately
- **Skip the Interim in April as employees are ineligible**
- 4 month probationary period - within that time frame, no evaluation can be done
- Complete Final ePAR

Initial ePAR
Final ePAR

- **MAY**

- Complete Initial ePAR; Interim N/A
- Complete Final ePAR

Initial ePAR
Final ePAR

- **JUNE * JULY * AUGUST * SEPTEMBER**

- Complete Initial ePAR
- **Close Out Final ePAR** due to hire date; Reason can be entered by Supervisor as “Final cannot be completed due to hire date”

Initial ePAR

- **SEPTEMBER**

- **Delay Initial ePAR until October** in order to get on schedule
- Complete Interim
- Complete Final

Initial ePAR NOTE
Interim ePAR
Final ePAR

- **OCTOBER * NOVEMBER * DECEMBER**

- Follow cycle

Initial ePAR
Interim ePAR
Final ePAR