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

• **MAY**
  - Complete Initial ePAR; Interim N/A
  - Compete 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”**

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

• **OCTOBER * NOVEMBER * DECEMBER**
  - Follow cycle