

2024-2025 EPAT Timeline

	Deadline		Requirement		
Pre-Conference (Beginning of the Year)	August 19 th		Employee Completes Self Reflection		
	September 3 rd		Supervisor Conducts Pre-Conference and Goal Setting		
October 18th	Reminder to departments of required 100% completion of all Pre-Conference items				
Mid-Year	January 27 th		Employees Complete Mid-Year Self Appraisal <ul style="list-style-type: none">Core ValuesLeading and Managing Others (Managers Only)Performance Goals		
	February 14 th		Supervisors complete Mid-Year Appraisal and Conference <ul style="list-style-type: none">Core ValuesLeading and Managing Others (Managers Only)Performance Goals		
	Employees starting between December 1, 2024 and February 28, 2025 will complete the Pre-Conference Section and End-of-Year Only.				
March 1 st	Reminder to departments of required 100% completion of all Mid-Year Appraisals				
End-of-Year	*Between May 1 st and June 2 nd		Employees complete End-of-Year Self Appraisal <ul style="list-style-type: none">End-of-Year Self- ReflectionCore ValuesLeading and Managing Others (Managers Only)Performance Goals		
	**Between May 19 th and June 20 th		Supervisors complete End-of-Year Self-Appraisal and Conference <ul style="list-style-type: none">Core ValuesLeading and Managing Others (Managers Only)Performance Goals		
June 17 th	Reminder to departments of required 100% completion of all components				
End-of-Year/ Work Schedule Timelines	Work Schedule	201/202	211	231	252/261
	*Employee Timeline	May 3 rd	May 9 th	May 16 th	May 23 rd

EPAT is not used by employees using a state-mandated tool, such as TKES, LKES, and GaLEADS.

	**Supervisor Deadline	May 16 th	May 23 rd	June 6 th	June 9 th
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