

COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES (CAHSS) GUIDE FOR EVALUATING STAFF EMPLOYEES

REPORT OF PERFORMANCE FOR SUPPORT STAFF OVERVIEW

Successful performance management is an ongoing and interactive process that involves open communication and regular feedback between an employee and the appropriate administrator or designated evaluator (lead) throughout the year. The Report of Performance for Support Staff serves as a resource for documenting these communications and as a reference document to provide guidance for future performance development and improvement.

It is the appropriate administrators' or designated evaluators' (lead) responsibility to properly evaluate employees. The performance evaluation should clearly communicate the performance standards and expectations of the position, be a review of the employee's performance based on these job-related criteria, serve as a written framework for recognizing good performance, and be used as a tool to provide constructive guidance for future successes. Employee evaluations should acknowledge changes affecting the employee's position, including workload, which has occurred since the last evaluation.

Collective bargaining requirements determine the frequency of performance evaluations. Permanent and temporary staff typically receive a minimum of one performance evaluation annually. For Probationary staff, please review the specific Collective Bargaining Agreement (<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/>) or contact Human Resources. Probationary CSUEU employees (Unit 2, 5, 7 & 9) must receive a performance evaluation by the end of the third (3rd), sixth (6th) and eleventh (11th) month of the probationary period. They must also receive their final probationary performance evaluation to receive permanent status by the end of their first year.

A performance evaluation is considered a draft evaluation until it contains the signature of the appropriate administrator. **The Dean must review the draft evaluation prior to it being reviewed by the employee. Until appropriate review, feedback, and/or approval is received, the evaluation is a confidential draft document.**

If there are any questions regarding the evaluation process, please contact Human Resources at x3626. If an evaluation is going to be negative, please first contact the Dean.

A more thorough guide to provide assistance through an effective staff performance evaluation can be found at: https://hraps.humboldt.edu/sites/default/files/docs/staffperformanceevaluations_guide.pdf.

COMPLETING THE PERFORMANCE EVALUATION

Human Resources will send an e-mail with information regarding the performance evaluation, such as:

- Employee Name
- Classification
- Bargaining Unit

- *Type of Evaluation Needed (Permanent – Annual, Other, Probationary – First, Second, Final, Other, Temporary – Annual, Other)
- Date of Appointment
- Rating Period
- Return to Human Resources Date (Deadline for Evaluation to be sent to Human Resources)
- Link to Report of Performance Forms

If the performance evaluation has been designated from the appropriate administrator to an evaluator (lead), please make sure Human Resources is aware of the designation so the e-mail notification is submitted to the correct evaluator.

*Please note: The performance evaluation form will vary depending on employee bargaining unit and employment status. Please be sure to select the correct evaluation form (<https://hraps.humboldt.edu/staff-management-evaluations>).

SECTION A.

The employee's performance is rated using the following four categories:

- Above Satisfactory
- Satisfactory
- Not Satisfactory
- Not Rated

There are 21 factors that must be rated (or marked as "Not Rated") for all employees, and an additional 8 factors for employees who supervise others. Rate only those factors that apply to the employee's position. Additional factors may be added as appropriate.

SECTION B.

Please complete a narrative in the space provided (or attach an additional sheet of paper to the evaluation form) to record job **strengths** and superior performance incidents. This section must be completed if ratings of above satisfactory are given.

SECTION C.

Please complete a narrative in the space provided (or attach an additional sheet of paper to the evaluation form) to record specific work performance **deficiencies** or job behavior requiring improvement or correction. This section must be completed if ratings of unsatisfactory are given.

SECTION D.

Please complete a narrative in the space provided (or attach an additional sheet of paper to the evaluation form) to record specific goals or improvement programs to be undertaken during the next evaluation period.

SECTION E.

Please indicate **retention** or **termination** of the employee at the time of the performance evaluation by selecting the correct check box.

If **retention** is recommended, please indicate if there are reservations.

SECTION F.

Please indicate the date of when the last position description was on file in the department and indicate if the position description is still accurate.

If no position description is on file for this position, please indicate.

SECTION G.

Please indicate overall performance rating.

If this is the **final** probationary report, please indicate if you recommend the employee of permanent status.

REVIEW OF PERFORMANCE EVALUATION (CSUEU EMPLOYEES – UNIT 2, 5, 7 & 9)

Once the draft Report of Performance for Probationary Support Staff Employee form has been prepared, **please forward it to the Dean's Office for review prior to reviewing and discussing it with the employee.** Once reviewed and approved, the Dean will give the evaluator the go ahead to go over the evaluation face-to-face with the employee. The employee shall be given a copy of the draft evaluation, and has up to five (5) work days to review the draft evaluation and provide input, if any, to the evaluator. The employee may request up to an additional five (5) work days to review and provide input.

If the employee does not wish to provide input to the draft evaluation, please finalize the evaluation and have the employee sign indicating they reviewed it. The evaluator will then need to sign and submit the evaluation to the Dean for approval. The Dean's Office will forward the evaluation to HR for insertion into the employee's personnel file.

If the employee decides to provide input, the evaluator shall consider the input when preparing the final performance evaluation prior to it being signed by the employee and placed in the employee's personnel file. If a staff member declines to sign the form, the evaluator should inform the staff member that a signature does not indicate agreement with the content of the performance evaluation, but that the signature provides proof that the employee has received and reviewed it. If the staff member still refuses to sign, the evaluator should indicate this on the form in the designated section for the employee signature and initial and date the form.

Upon request of the evaluator or the employee, the evaluator and the employee shall meet to discuss the evaluation. This meeting shall take place within seven (7) work days of the request. If necessary, a subsequent meeting can be requested by the employee that would include the evaluator, the Dean, the employee and the employee's representative (if any) to further discuss the evaluation. This meeting must occur within fourteen (14) work days at a mutually agreeable time and location.

If the employee disagrees with the evaluation that has been placed in their personnel file, the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the Dean and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.