

# Performance Evaluations

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PROCESS REFRESHER



# Timelines and Due Dates

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Bargaining Unit Staff review period: 7/1/20 – 6/30/21

**Due to UP on or by: 7/30/21**

Confidential and MPP review period: 7/1/20 – 6/30/21

**Due to UP on or by: 8/31/21**

***Email to: [perfeval@csumb.edu](mailto:perfeval@csumb.edu)***

# What About Probationary Employees?

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There are separate requirements for probationary evaluations:

- CSUEU: at the end of 3, 6, 11 months
- APC, Teamsters, SUPA: once during their first 12 months (typically at 6 months)

Final probationary evaluations are completed no less than 30 days prior to the end of probation.

***If you have an issue with a probationary employee, let's talk.***

# Use the Correct Form

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[APC \(Unit 4\)](#)

[CSUEU \(2, 5, 7, 9\) and SUPA \(8\)](#)

[Confidentials and Teamsters \(6\)](#)

[MPP](#)

# Terminology – Who are these roles?

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Supervisor

Evaluator

Appropriate Administrator\* *CSUEU has specific language*

Reviewing Officer

# The Narrative

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If the narrative can't fit on the form, attach a separate document.

The narrative should support the ratings.

The narrative is not a place to put new information. The evaluation should not be the first time the employee is hearing about the issue. It should only reflect corrections you have previously provided.

Avoid referencing protected leaves and categories

***If you have a special case, contact me.***

# Process - CSUEU

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The Appropriate Administrator gathers info from lead worker, dept chair, evaluator

The Appropriate Administrator sends the draft evaluation to the employee ([Article 10.7](#))

Can be sent to employee by email or in person

Employee has 10 work days to review draft eval and provide any input before it's finalized

The Appropriate Administrator finalizes the evaluation after getting input from the employee

Final evaluation provided to the employee after all required signatures (employee is last)

- Your dept or division may require VP signature – check with your manager

No changes to the evaluation allowed after the employee signature

# Signatures & Sending to UP

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AdobeSign

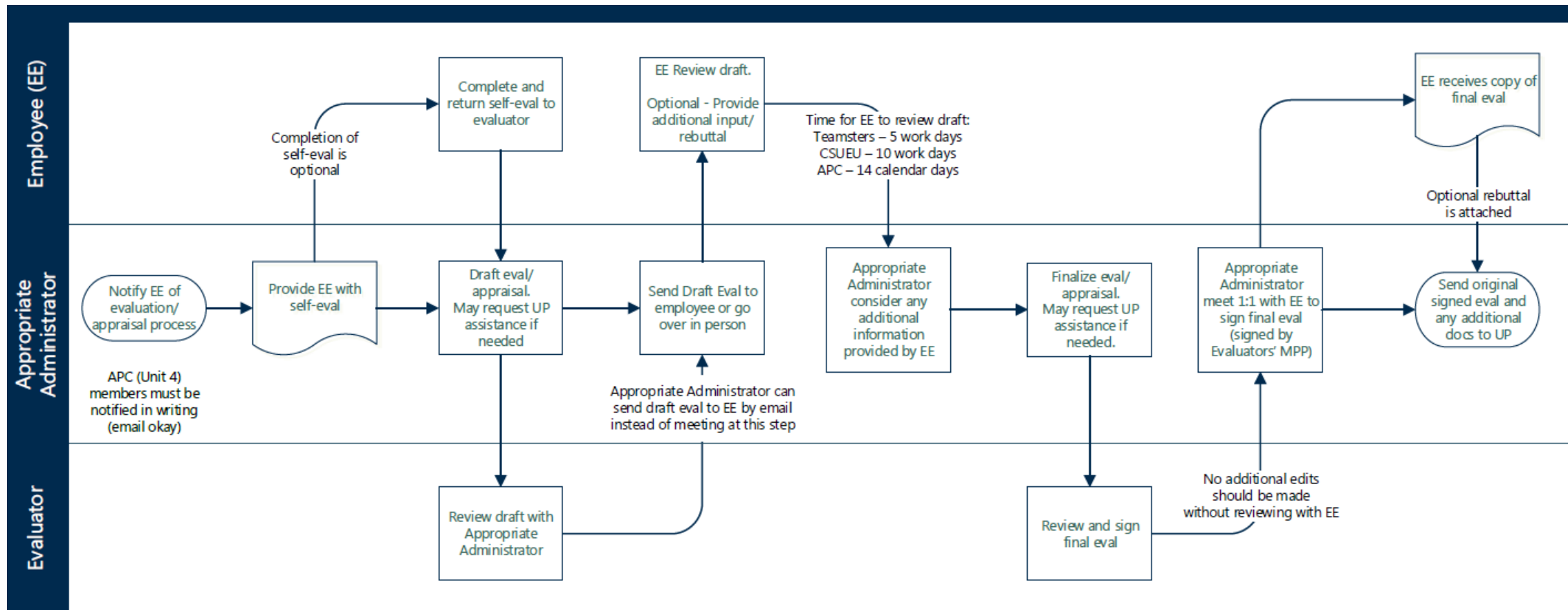
Scanning / sending electronically

*Send evaluations to*

***PerfEval@csumb.edu***



# Process



# Additional Support / Resources

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If you don't have it, contact UP for:

Previous years' performance evaluations

Employee position description

Webpage: <https://csumb.edu/up/performance-evaluation>

Melanie Chavez in University Personnel: [mchavez@csumb.edu](mailto:mchavez@csumb.edu)

Submit the evaluation to UP: [perfeval@csumb.edu](mailto:perfeval@csumb.edu)