

**PERFORMANCE EVALUATION FREQUENTLY ASKED QUESTIONS**

<b>Employee Evaluation Period</b>	<b>CIVIL SERVICE</b>	<b>ADMINISTRATOR</b>	<b>TEMPORARY ADMINISTRATOR/EXTRA HELP</b>
Probation	Civil Service & Administrator Performance Evaluation Form	Civil Service & Administrator Performance Evaluation Form	Not Applicable
Less than 6 months	Civil Service & Administrator Performance Evaluation Form	Civil Service & Administrator Performance Evaluation Form	Not Applicable
Annual Evaluation Period (July 1st-June 30th)	Civil Service & Administrator Performance Evaluation Form	Civil Service & Administrator Performance Evaluation Form	Not Applicable

<b>Civil Service Probationary Period</b>	<b>Probation Evaluation Due Date</b>
6 Months	6 months after start date
1 year	12 months after start date

- **The same form can be used for all performance evaluations (end of probationary period, mid-year, end-of-year) regardless of time period.**
- **Accurately provide the time period (using specific dates) for the performance period being reviewed.**

**Should I complete a Performance Evaluation for a Civil Service/Administrative employee who has transferred into or out of my unit during the fiscal year?**

Yes, you are responsible to complete an evaluation for the time under your supervision.

**What should I do for an employee who has recently been placed under my supervision if the former supervisor is no longer employed at the university?**

Complete the evaluation and indicate the time period of which the employee has been under your supervision.

**What should I do if the employee refuses to sign?**

Indicate employee's refusal to sign and date of refusal.

**Should I complete a performance evaluation for an employee that has separated from the University?**

Yes, with an indication that the employee has separated and the date of separation.

**Should I complete a performance evaluation for an employee that has been laid off from the University?**

Yes, with an indication that the employee has been laid off and the effective date of layoff.

**What happens if I do not submit the completed performance evaluation to the Office of Human Resources by the deadline?**

Failure to adhere to the deadline may result in disciplinary action.

**What should I do if the employee is on an approved leave of absence?**

A copy of the completed Performance Evaluation form with the supervisor's signature should be submitted with a brief statement including the anticipated date of return. The completed Performance Evaluation with the employee's signature should be submitted within 15 days of the employee's return to work.

**What if the employee disagrees with the performance evaluation?**

If an employee disagrees with the Performance Evaluation, the employee may submit a rebuttal statement within 30 days of receipt of the evaluation. The rebuttal statement shall be attached to the Performance Evaluation in the employee's personnel file.