



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: (850) 644-6034  
Fax: (850) 645-4670

## MEMORANDUM

**TO:** Deans, Directors, and Department Heads

**FROM:** Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff

**DATE:** January 2, 2018

**SUBJECT:** 2017 USPS Performance Evaluations

Performance evaluations for USPS employees are now available in OMNI HR ePerformance for the 2017 rating period.

- The evaluation period measures performance from January 1, 2017, to December 31, 2017.
- Performance evaluations are not required for USPS employees who have been hired or transferred to a new USPS position on or after May 1, 2017; these employees will not have evaluations available in OMNI HR.
- An overall rating of *Below Satisfactory* requires a Performance Improvement Plan (PIP). Supervisors must contact Employee & Labor Relations (ELR) before initiating a *Below Satisfactory* performance evaluation. Supervisors can find contact information for their assigned ELR Specialist by clicking on the following link: [ELR Department Contact List](#).
- The deadline for evaluations to be completed is **March 1, 2018**.

Supervisors and Department Representatives are encouraged to utilize the training resources provided by the Office of Human Resources. Online training guides for the ePerformance process may be accessed at [www.hr.fsu.edu/eperformancetraining](http://www.hr.fsu.edu/eperformancetraining).

If you or members of your staff have any questions regarding this procedure, please reference Florida State University Policy [4-OP-C-7-G1](#), or contact the Employee & Labor Relations section at (850) 644-6475.

cc: President John Thrasher  
Vice Presidents  
Department Representatives  
Employee & Labor Relations