



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: August 8, 2017

SUBJECT: A&P Performance Evaluations for 2016-2017

Performance evaluations for A&P employees are now available in OMNI HR for the 2016-2017 rating period.

- The evaluation period measures performance from August 8, 2016, to August 7, 2017.
- Performance evaluations are not required for A&P employees who were hired or promoted to an A&P position on or after May 7, 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 before initiating a *Below Satisfactory* performance evaluation.
- **The deadline for all ePerformance evaluation documents is September 8, 2017.**

Supervisors and Department Representatives are encouraged to use the online training guides for the ePerformance process found at 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 Human Resources, Employee & Labor Relations section, at (850) 644-6475.

cc: President Thrasher
Vice Presidents
Departmental Representatives
Employee & Labor Relations