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MEMORANDUM

TO: Supervisors and Managers of USPS Employees

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

DATE: January 4, 2017

SUBJECT: USPS 2016 Performance Evaluations

Performance evaluations for USPS employees are now available in OMNI HR for the 2016 annual review period. The evaluation period measures performance from January 1, 2016, to December 31, 2016. All USPS ePerformance evaluation documents are due by **March 1, 2017**.

Annual Performance evaluations are not required for USPS employees who were hired or transferred to a new USPS position on or after June 1, 2016; these employees are currently serving a probationary period or recently received a probationary evaluation. Evaluations will not be available in OMNI HR for these employees. Employees meeting this criteria will be evaluated in January 2018.

Supervisors and Department Representatives are encouraged to use the training resources provided by the Office of Human Resources for completing the performance evaluation. Specifically, online training guides for the USPS ePerformance process can be 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 call Employee & Labor Relations at (850) 644-6475.

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