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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](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 call Employee & Labor Relations at (850) 644-6475.

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