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MEMORANDUM

TO: Deans, Directors, and Department Heads

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

DATE: June 26, 2017

SUBJECT: A&P 2016–2017 Performance Evaluations

This memo is a reminder that A&P employees must have their performance evaluated by their supervisors annually. The performance evaluation ensures that employees receive feedback on their performance and is a constructive tool for continued improvement and development. It is important that performance evaluations are completed in a timely manner.

- A&P evaluations for the 2016-2017 rating period will become available in OMNI HR ePerformance on **August 8, 2017**.
- The deadline for evaluations to be completed is **September 8, 2017**.

Performance evaluations are not required for A&P employees who have been hired or promoted to an A&P position on or after May 7, 2017; these employees will not have evaluations available in OMNI HR.

Please note, any position-related updates that need to be reflected on the 2016–2017 evaluation form must be completed by **July 14, 2017**, by submitting an ePAF in OMNI HR. The ePerformance evaluation form will reflect changes made to the position description as long as the effective date for the change is within the rating period. If you or members of your staff have questions regarding the position description, please contact your department's [assigned analyst in the Compensation Services](#) section of Human Resources.

In addition, supervisors who choose to use the “goals and objectives” section in ePerformance for their employee(s), or need to update goals and objectives from the previous rating period, must do so through the **Person Profile** screen in OMNI HR by **July 14, 2017**. The goals and objectives identified in the Person Profile screen are pre-populated in the “Employee–Goals” section of the performance evaluation. Goals that are added or updated after the deadline will not transfer to the 2016–2017 evaluation form.

Supervisors and Department Representatives are encouraged to use 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.

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
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