

Performance Evaluation FAQ

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1. Who is responsible for completing the performance evaluation?

The rater, normally the employee's immediate supervisor, is primarily responsible for the timely completion of the evaluation.

2. When are performance evaluations due?

All employees are rated on an annual review cycle with the evaluation due date occurring the same time each year. The evaluation due date depends on the employee type:

- For **A&P employees** the annual evaluation due date is typically the third week in September. An email reminder will be sent each year with the exact due date.
- For **USPS employees** the annual evaluation due date is March 1st each year.
- For **Probationary USPS employees** a "Probationary" performance evaluation is due 6 months after the hire date. To find out when probationary employee evaluations are due for employees in your department, run the OMNI query: **FSU_ELR_CURR_EE_REVIEWS_DUE2**. Employee & Labor Relations will email monthly courtesy reminders to Department Representatives listing probationary evaluations that are coming due. Department Representatives are responsible for forwarding these courtesy reminders to the appropriate supervisors. However, we strongly encourage you to use the OMNI query as your main tool for notification to supervisors.

3. What form should I use to complete an A&P or USPS performance evaluation?

Performance evaluations for both A&P and USPS employees must be completed using the ePerformance Module in OMNI HR. Supervisors will use the following navigation to access their employees' evaluation documents: **myFSU > HR > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents**. You can access all training guides and tutorials for ePerformance [here](#).

4. What are the standard performance ratings for an A&P or USPS employee?

The standard performance ratings are the same for A&P and USPS employees. The ratings are:

- Exemplary
- Above Satisfactory
- Satisfactory
- Below Satisfactory/Needs Improvement

5. What is the rating period for annual A&P performance evaluations?

The rating period for all annual A&P evaluations is August 8th of the previous year to August 7th of the current year. For example, the 2016 A&P annual performance evaluation covers August 8, 2015, through August 7, 2016.

6. What is the rating period for annual USPS performance evaluations?

The rating period for all annual USPS evaluations is January 1st to December 31st of the same year. For example, the 2015 USPS annual performance evaluation covers January 1, 2015, through December 31, 2015.

7. When should I do the annual A&P performance evaluations for my employees?

The timeframe for completing and submitting an A&P annual evaluation is August 8th to the third week in September. Once a due date is established each year, it will be communicated via email. An A&P annual evaluation should be completed in OMNI no sooner than August 8th of the current year and no later than the established deadline.

8. When should I do the annual USPS performance evaluations for my employees?

The timeframe for completing and submitting a USPS annual evaluation is January 1st to the last day of February of the current year. A USPS evaluation should be completed in OMNI no sooner than January 1st and no later than March 1st of the current year.

9. What happens if I do not complete an annual performance evaluation for an A&P employee?

It is important to complete annual evaluations for your employees to communicate job expectations, provide goals, and give open and honest feedback. If you do not complete an annual evaluation for an A&P employee, the previous year's rating will **not** carry over. Therefore, an annual evaluation must be completed for the employee or OMNI will reflect that no evaluation was received for the employee.

10. What happens if I do not complete an annual performance evaluation for a USPS employee?

It is important to complete annual evaluations for your employees to communicate job expectations, provide goals, and give honest feedback. However, if an annual evaluation is not completed for a USPS employee, the last annual evaluation rating carries forward to the current evaluation period.

11. Do I have to complete a probationary performance evaluation for an A&P employee?

No. A&P employees do not serve probationary periods; therefore, a probationary evaluation is not necessary.

12. Do I have to complete a probationary performance evaluation for a USPS employee?

Yes, USPS employees who are newly hired to the University or hired into a new USPS job classification must receive a probationary evaluation during the last 30 days of their 6 month probationary period. The probationary evaluation should not be started before the last 30 days of the employee's probationary period and should be completed no later than the end of the 6 month probationary term. Employee & Labor Relations will send a courtesy reminder to the Department Representative listing the employees who are scheduled to receive a probationary evaluation. Probationary evaluations must be completed in OMNI.

13. When should a probationary performance evaluation be completed?

A probationary evaluation should be completed, in OMNI, during the last 30 days of the probationary period. For example, if the probationary ends on October 29, 2015, the probationary evaluation must be completed between September 29, 2015, and October 29, 2015.

14. When should a request be made for the extension of a probationary period?

The probationary period may be extended up to six months, in 60 day intervals, when any of the following circumstances occurs:

- o The employee is rated *Below Satisfactory*.
- o The supervisor decides that additional time is needed for training or on the job experience.
- o The employee or rater is granted an authorized leave of absence during the probationary period.

- o An employee without regular status in a current class is reassigned to a different position in the same class and makes a written request to extend the probationary period.

Extension of a probationary period requires approval from Employee & Labor Relations. Please contact Employee & Labor Relations at (850) 644-6475, no less than 14 days before the end of the probationary period. For example, if the probationary period end date is October 29, 2015, you would need to contact Employee & Labor Relations no later than October 15, 2015 to request an extension.

15. What happens if I do not complete a probationary performance evaluation for a USPS employee?

It is important to assess a probationary employee's job performance during the first six months that he/she was hired or entered a new classification to ensure the employee is adequately performing all job duties. However, if you do not complete a probationary evaluation for the employee, the employee's probationary evaluation will default to a "Satisfactory" rating, and he/she will receive "Regular" status in the University's system.

16. When is an annual performance evaluation due for a USPS employee who has served a probationary period?

The employee receives a probationary evaluation at the end of the six month probationary period. The employee's first annual performance evaluation will be due during the next annual

review cycle the following December. For example, an employee starts work on February 14, 2016, the probationary evaluation is due on August 13, 2016; the first annual evaluation will be due March 1, 2017. The annual evaluation will cover the remainder of the review period (August 15, 2016 through December 31, 2016).

17. If an employee is in the Deferred Retirement Option Plan (DROP), do I have to complete an annual performance evaluation for the employee?

Yes. An annual evaluation should be completed for all Regular status employees.

18. When is a Higher Level Supervisor's signature NOT required on a USPS performance evaluation?

A higher level supervisor's signature is not required on a USPS evaluation when the person preparing the evaluation (the rater/reviewer) is a Dean, Department Chair, Director, Assistant Vice President, Vice President, or the President. This applies to all USPS evaluations, unless otherwise stated in your departmental policies.

19. What should I do if an employee refuses to sign the performance evaluation after we have had the review discussion?

The employee's signature is only used to acknowledge that the employee has received a copy of the evaluation. It does *not* mean that he/she *agrees with the content* of the evaluation. If, after explaining this to the employee, he/she still refuses to acknowledge receipt of the evaluation in OMNI or on paper in the Hybrid Process, the supervisor should mark the evaluation as "Employee Refused to Sign" and continue the steps to complete the evaluation in OMNI.

20. What is a "Special" performance evaluation?

A Special performance evaluation is a performance evaluation that falls outside the normal timeframe for Annual or Probationary evaluations. You can complete a Special evaluation any time there has been a change in an employee's evaluation rating. Special evaluations are completed in OMNI. To complete a Special evaluation, you will need to contact Employee & Labor Relations for guidance.

21. What time period should "Special" performance evaluations cover?

The rating period for a Special evaluation depends on the overall rating you are giving on the evaluation.

- If the overall rating is "**Below Satisfactory**:" the rating period covers the past 60 days. For example, if you are reviewing the evaluation with the employee on October 29, 2015, the rating will cover August 30, 2015 to October 29, 2015.
- If the overall rating is "**Satisfactory, Above Satisfactory, or Exemplary**:" the rating period runs from the day following the end date of the last evaluation rating period to the day you review the evaluation with the employee. For example, if the end date for the last rating period was June 30, 2015, and you are going to review the evaluation with the

employee on October 29, 2015; then the rating period would be from July 1, 2015, to October 29, 2015.

22. Can I complete a Special performance evaluation for an A&P employee?

No. Special evaluations are **only** used for USPS employees. However, an evaluation can be completed for an A&P employee at any time. An A&P evaluation that is completed outside the annual review cycle is often referred to as a **Mid-Year Review**. Contact Employee & Labor Relations at (850) 644-6475 for guidance and information on issuing a Mid-Year evaluation.

23. Can I complete a performance evaluation for an A&P employee outside the annual review cycle?

Yes. An evaluation can be completed for an A&P employee at any time. An A&P evaluation that is completed outside the annual review cycle is often referred to as a Mid-Year Review. Contact Employee & Labor Relations at (850) 644-6475 for guidance and information on issuing a Mid-Year evaluation.

24. What should I do if the overall rating for the employee is a “Below Satisfactory”?

An overall performance rating of “Below Satisfactory” must be accompanied by a **Performance Improvement Plan (PIP)**, which is developed with the assistance of Employee & Labor Relations. If the overall rating for an employee is going to be “Below Satisfactory,” you must contact Employee & Labor Relations, at least 14 days before reviewing the evaluation with the employee.

25. How long can a regular status USPS employee stay at an overall rating of “Below Satisfactory”?

A USPS employee cannot remain at an overall rating of “Below Satisfactory” for more than 120 days. An employee must be re-evaluated 60 days after receiving a “Below Satisfactory” evaluation and Performance Improvement Plan (PIP). If, after the first 60 days, the employee still has not made any improvements, he/she will receive another “Below Satisfactory” evaluation along with a second PIP. If the employee still does not show improvement in performance, the supervisor should contact Employee and Labor Relations to determine the appropriate next steps in the employee’s employment.

26. What happens if I do not complete another evaluation 60 days after issuing an overall “Below Satisfactory ” rating for a USPS employee?

If you do not complete another evaluation within 60 days of issuing an overall “Below Satisfactory” rating, the USPS employee’s rating will automatically reset to a “Satisfactory rating.” Therefore, if the employee’s performance continues to be Below Satisfactory, you must complete the evaluation before the end of the 60 day period, so the employee’s performance rating can be reflected accurately.

27. When is a performance evaluation considered completed?

A **USPS performance evaluation** is completed when: 1) the supervisor completes the

evaluation in OMNI; 2) the signature of approval has been obtained from the higher level supervisor (*if required*); 3) the supervisor reviews the evaluation with the employee; 4) the supervisor marks the document "Request Acknowledgement"; 4) the employee provides any necessary comments and acknowledges the review; and 5) the supervisor marks the evaluation as "Complete."

An **A&P Performance evaluation** is completed when: 1) the supervisor completes the evaluation in OMNI; 2) the supervisor reviews the evaluation with the employee; 3) the supervisor marks the evaluation as "Request Acknowledgement;" 4) the employee provides any necessary comments and acknowledges the review; and 5) the supervisor marks the evaluation as "Complete."

28. What can an employee do if he/she has not received an annual performance evaluation by the due date?

An employee can make a written request to their supervisor to be evaluated. The request must be made within 30 days after the original due date. For example, if an annual evaluation was due on October 2, 2015, then the employee has until November 28, 2015, to make a written request to be evaluated.

29. Can an employee respond to a performance evaluation, if he/she does not agree with or would like to comment on the evaluation?

Yes. An employee can respond to the evaluation by adding comments to the ePerformance evaluation in OMNI. If an employee receives an evaluation via the Hybrid Process, the employee may attach a document to the printed paper copy of the evaluation to be submitted to Employee & Labor Relations.

30. Do I have to send the original performance evaluation to Employee & Labor Relations?

No. Evaluations that are marked "Complete" in OMNI do not need to be sent to Employee & Labor Relations. The only evaluations that should be sent to Employee & Labor Relations are those USPS ePerformance evaluations that will be administered through the Hybrid Process. The Hybrid Process allows the USPS ePerformance evaluation to be completed using a combination of the electronic and paper process.

31. What is the Hybrid Process for performance evaluations?

The Hybrid Process allows the USPS ePerformance evaluation to be completed using a combination of the electronic and paper process. Steps for completing an evaluation using the Hybrid Process include:

1. The supervisor completes the electronic evaluation and the higher level supervisor approves the document in OMNI (where required).
2. A paper copy of the evaluation is printed and discussed with the employee.
3. The employee signs the printed evaluation and may attach a document with their own comments (if requested).
4. A copy of the signed evaluation is given to the employee.

5. A copy of the signed evaluation is sent to Employee & Labor Relations to be scanned into the employee's personnel file.

The Hybrid Process may only be used by a select group of employees. Only USPS employees without regular access to a computer, who may not be able to acknowledge receipt of their performance evaluation electronically, may use the Hybrid Process.