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MEMORANDUM

TO: Deans, Directors, and Department Heads

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

DATE: November 15, 2017

SUBJECT: 2017 USPS Performance Evaluations

This memo serves as a reminder that USPS 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.

- USPS evaluations for the 2017 annual rating period will become available in OMNI HR ePerformance on **January 2, 2018**.
- The deadline for evaluations to be completed is **March 1, 2018**.

Performance evaluations are not required for USPS employees who have been hired or transferred to a new USPS position on or after May 1, 2017; these employees will not have evaluations available in OMNI HR.

Please note, any position-related updates that need to be reflected on the 2017 evaluation form must be submitted via ePAF in OMNI HR no later than **December 1, 2017**. The ePerformance evaluation form will reflect changes made to the position description as long as the effective date of 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.

Supervisors and Department Representatives are encouraged to utilize 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

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Department Representatives

Employee & Labor Relations