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MEMORANDUM

TO: Deans, Directors, and Department Heads

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

DATE: December 2, 2016

SUBJECT: USPS 2016 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. As a reminder, this online process allows an employee's performance to be rated based on the University's behavioral expectations, job responsibilities, and job competencies which are directly pulled from the employee's position description. It is important that performance evaluations are completed in a timely manner.

Evaluations for the 2016 annual rating period, will be available in OMNI HR ePerformance on January 3, 2017, for supervisors to begin the evaluation process. Performance evaluations are *not* required for USPS employees who have been hired or transferred to a new USPS position on or after June 1, 2016; these employees will not have evaluations available in OMNI HR. The completion deadline for all ePerformance evaluation documents is **March 1, 2017**.

To accommodate certain segments of the USPS employee population who do not have access to a computer, a Hybrid Process will be available for the completion of the evaluations. The Hybrid Process facilitates completion of the evaluation using both electronic and paper format. Departments approved to utilize the hybrid process have been identified and notified of this option.

Supervisors and Department Representatives are encouraged to utilize the training resources provided by the Office of Human Resources. Online training guides and tutorials 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 Human Resources Employee & Labor Relations section, at (850) 644-6475.

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