

Performance Evaluation form to use when employee is...	Civil Service	Administrator	Temporary Administrator	Student
Probation	Mid-year Evaluation	Mid-year Evaluation	Not Applicable	Not Applicable
Less than 6 months	Mid-year Evaluation	Mid-year Evaluation	Mid-Year Evaluation (at the end of employment term)	Student Performance Evaluation
Annual Evaluation Period July 1 <sup>st</sup> – June 30 <sup>th</sup>	Civil Service & Administrator Evaluation	Civil Service & Administrator Evaluation	Civil Service & Administrator Evaluation	Student Performance Evaluation (August – May 15th)

**Which evaluation should be completed for Civil Service Employees that are still on probation at the close of the evaluation period (July 1st – June 30th)?**

The correct mid-year review should be completed, according to the length of the probation. See table below.

Probationary Period	Probation Evaluations
6 Months	3 Month, 5 Month
1 Year	5 Month, 9 Month, 12 Month

**Which evaluation should be completed for Administrative Employees that have been with the university less than a year?**

A Mid-year review should be completed and submitted to cover from the employee’s start date to June 30<sup>th</sup>.

**Should I complete a Performance Evaluation for a Civil Service/Administrative employee who has transferred into or out of my unit during the fiscal year?**

Yes, you are responsible to complete an evaluation for the time under your supervision.

**What should I do for an employee who has recently been placed under my supervision if the former supervisor is no longer employed at the university?**

If the employee has been under your supervision:

- For less than 90 days, we recommend that you permit the employee to do a self-evaluation using the appropriate Performance Evaluation form and state that it is a self evaluation in the supervisor comments section.
- For more than 90 days, please follow the normal process.

**What should I do if the employee refuses to sign?**

Follow the instructions found on the signature page.

**Should I complete a performance evaluation for an employee that has separated from the university?**

Yes, with an indication that the employee has separated.

**What happens if I do not submit the completed performance evaluation to the Office of Human Resources by the deadline?**

Failure to adhere to the deadline may result in disciplinary action.

**What should I do if the employee is on an approved leave of absence?**

A copy of the completed Performance Evaluation form with the supervisor's (reviewers) signature should be submitted with a brief statement including the anticipated date of return. The completed Performance Evaluation with the employee's signature should be submitted within 15 days of the employee's return to work.

If you have any questions regarding Performance Evaluations, please contact Shenise Cook – [scook@csu.edu](mailto:scook@csu.edu) or Zenobia Burch – [zburch@csu.edu](mailto:zburch@csu.edu)