

April 2026

PERFORMANCE EVALUATION BASIC TRAINING

**University
Labor &
Employee
Relations**



SACRAMENTO
STATE

Presented By:

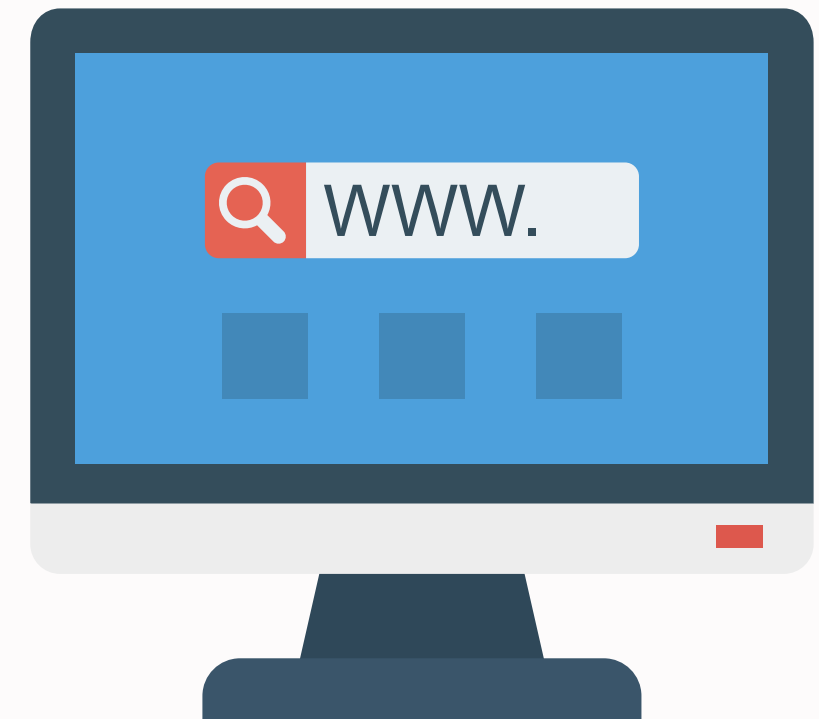
University Labor & Employee Relations (ULER)

- Mark Hyde, Senior Director of University Labor & Employee Relations
- Mackenzie Martin, Senior Employee & Labor Relations (ELR) Specialist
- Troy Bettcher, Senior ELR Specialist
- Linda Robles, ELR Analyst

Where To Find Information

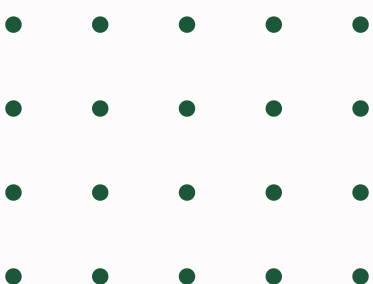
ELR Website

- General Instructions & Helpful Information
- Performance Evaluation Timeframes & Deadlines
- Performance Evaluation Templates
- ELR Team Assignment Areas



Personnel File Review Request Form

- hr-empservices@csus.edu



The EVALUATION

One of the most **POWERFUL TOOLS** in the Employer-Employee Relationship!

- **Employee Engagement**
- **Compliance**
- **Performance Management**
- **Upward Mobility**

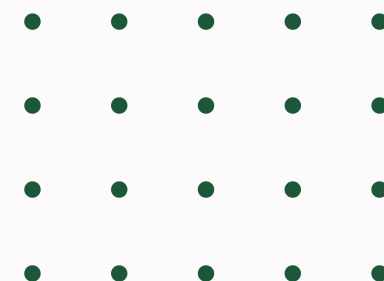
Best Practices

- **GOLDEN RULE: NO SURPRISES!**
- **Objectivity, measureability, controllability**
- **Keep it factual & objective**
- **Acknowledge accomplishments**
- **Make note of any counseling memo and/or corrective action**

Performance Evaluation Timeframes

ALL annual performance evaluations (7/1-6/30)

for staff **and** MPP are due by:



Common Issues With PEs

Using an Old Template

Before starting the evaluation process, visit the ELR website to download the **most current** performance evaluation template.

Wrong Type of Evaluation

Verify the appointment status of your employee. Do not submit an Annual evaluation for an employee who should receive a Probationary evaluation.

Wrong Timeframe

Be sure to use the correct timeframe for the employee's appointment type (i.e., permanent, probationary, temporary).
Do NOT combine timeframes.

Rating Boxes

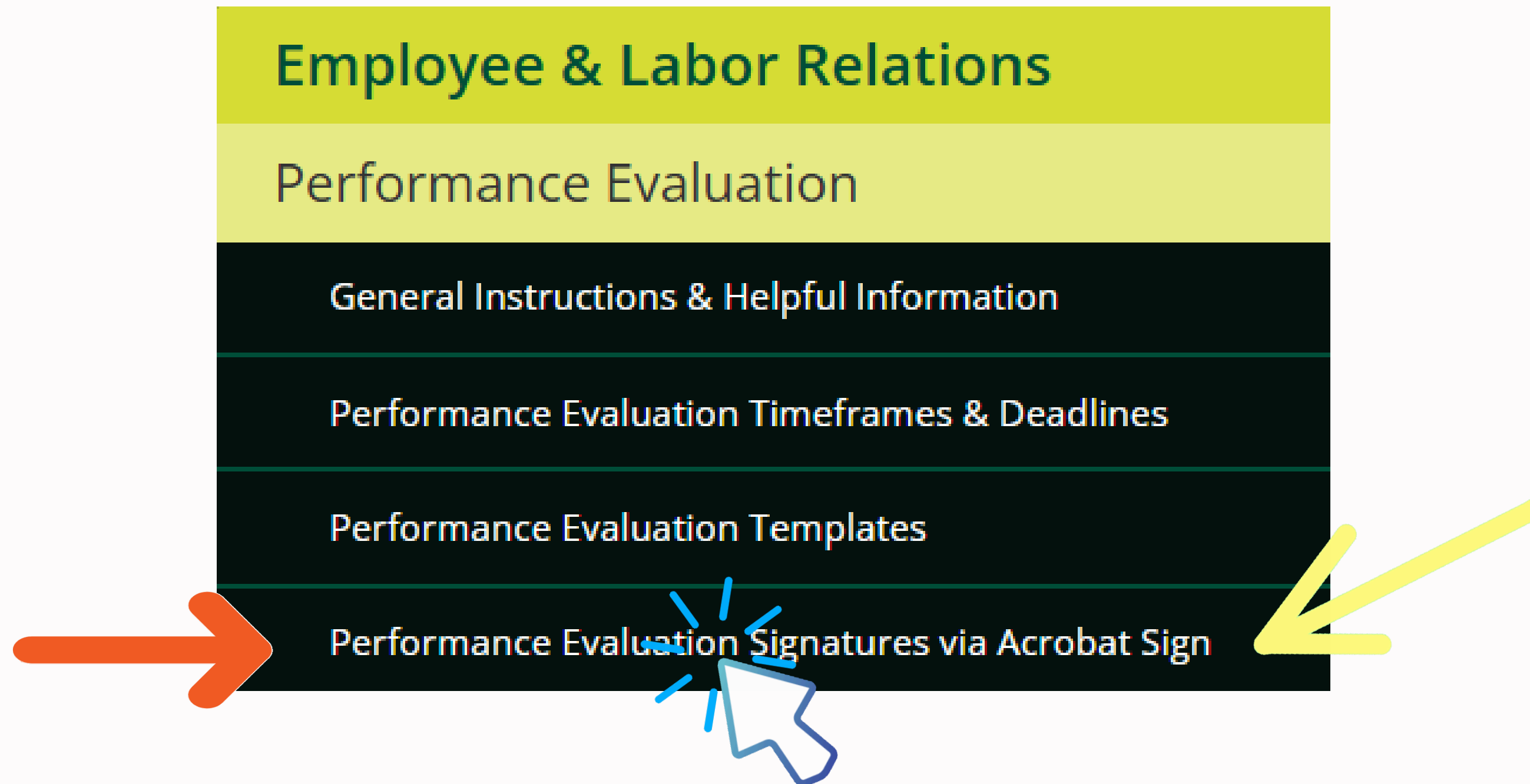
Mark only **one** rating box for each performance factor. Each performance factor **must** be rated, especially the "Overall" rating.

Blanks

Complete ALL sections of the evaluation. Fill in all Comments boxes with **specific examples** and other **details** to support the rating given.

Follow the Correct Workflow...

... or your evaluation **won't** be counted!



Thank you for attending!

Contact ULER for consultation:
uler@csus.edu

You got this!

