

# MANAGEMENT PERSONNEL PLAN (MPP) PERFORMANCE EVALUATION PROCESS

Regular performance feedback provides an opportunity to demonstrate how individual effort contributes to the accomplishment of organizational goals and objectives. It also provides a framework for professional development and recognition of the quality and quantity of contributions during the evaluation period.

**Employee & Labor Relations (ELR)** is available to assist administrators with any questions regarding the MPP Performance Evaluation Process. We are here to help, so please feel free to reach out to our office at 278-6169 or [elr@csus.edu](mailto:elr@csus.edu).

## Frequency of Evaluation

According to Title 5 ([§42722](#)) of the California Code of Regulations, MPP employees shall be evaluated according to the following schedule:

- After their initial sixth (6<sup>th</sup>) month in the position, **then**
- After their 12<sup>th</sup> month in the position, **then**
- Annually during the annual performance evaluation cycle, September 1<sup>st</sup> thru August 31<sup>st</sup>
- Annual MPP performance evaluations are due August 31<sup>st</sup>

## Evaluation Process

The following are the general steps in conducting MPP performance evaluations:

1. Solicit input from your MPP direct report
2. Consider the input provided by the MPP and prepare a draft performance evaluation
3. Discuss the “draft” performance evaluation with the next higher level of management (as applicable) and make changes as necessary
4. Finalize the performance evaluation and complete the Evaluator area (name/signature) in Section V of the MPP performance evaluation form
5. Schedule a time to meet with the MPP to discuss the evaluation
  - a. Ask the MPP to sign the evaluation
  - b. If the MPP declines to sign the form, inform them that his/her signature does not indicate agreement with the content of the performance evaluation but rather indicates that he/she has received the evaluation. If the MPP still refuses to sign, indicate this on the Employee Signature line by writing “Employee reviewed the evaluation and refused to sign.” This statement should be initialed and dated by the Evaluator.
6. Forward the form to the next higher level of management for review and to sign as the Immediate Manager (if any)
7. Forward the form to the Provost or appropriate Vice President for review and signature
8. Provide the MPP with a copy of the completed evaluation
9. Forward the original signed form to Employee & Labor Relations at campus zip 6032 for review and placement in the MPP’s official personnel file