

# Performance Evaluations

## Do's and Don'ts

### Do's:

**Do ensure to use the correct performance evaluation form that corresponds to the correct bargaining unit/ employee type.**

**Do ensure that you mark the correct box for the appropriate type of evaluation (i.e. temporary, probationary, annual, etc.).**

- If you are unsure which box to mark, confirm your employee's status (i.e. temporary, probationary, permanent, etc.) prior to starting the evaluation process

**Do contact Human Resources if you want to verify the employment status for your employee prior to starting the performance evaluation.**

- You may also refer to your copy of the employee's offer letter that shows their employment status (e.g. full-time, temporary; full time, probationary; etc.)

**Do ensure that all required probationary performance evaluations are completed on time.**

- CSUEU (Units 2, 5, 7, 9) probationary employees is the only group that is required to have an evaluation by the end of the 3rd, 6th , and 11th months of their probationary period.
- APC (Unit 4) probationary employees are required to have one evaluation during the 12-month probationary period.
- Teamsters (Unit 6) probationary employees are required to have an evaluation within 2 weeks of the 6th month and 11th month of their probationary period.

**Do assign only one rating per performance factor.**

- If you feel an employee's performance falls in-between two ratings (e.g. in between Satisfactory and Very Good), select only one rating rather than marking both boxes

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**Don't complete performance evaluations for student assistants, retired annuitants, and emergency hires.**

**Don't have anything in the performance evaluation that would be a surprise to the employee.**

- The employee should already be aware of everything noted in their performance evaluation (i.e. on-going issues or challenges with performance).

**Don't leave the comment sections blank.**

- A blank comment section does not help the employee understand the rating received and/or areas that need improvement

**Don't include comments related to health or other personal topics; these are not relevant to performance. Examples of topics to avoid:**

- Family Medical Leave (FML); Pregnancy/Parental Leave; Health issues/challenges; Medical conditions; Family or other personal responsibilities; NOTE: Alternative wording can include “excused absence” or “unexcused absence”