

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

Performance Evaluations

Do's and Don'ts

Don'ts:

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”