

CSUEU Performance Evaluation

Frequently Asked Questions

What's the difference between AS and E, and how does it relate to the old review?

- Above Satisfactory (AS) is defined as, “A Strength – Individual **meets all and exceeds some** job functions and performance expectations”
- Exceptional (E) is defined as, “**Special Recognition** – Performance demonstrates an ongoing contribution that is innovative, above and beyond what is expected and/or addresses an issue that impacts the unit, department, division or University levels”
- These two rating levels are identical in description to the previous staff performance review form. The only differences are that there is now only one option for each rating rather than a range of numbers within. Additionally, Exceptional which maps to a 10 on the previous form does not require a separate rationale.

What should I do if I have more comments than the form allows?

- Attach any additional information or comments on a separate sheet of paper.

When is it appropriate to use comparisons to other employees in determining a rating?

- Consistency in rating all employees is very important. While each person is different, many positions have similar responsibilities and expectations of performance. An evaluator may compare one or more employee when determining ratings to ensure that consistency and fairness is upheld throughout the department.

Do we base ratings on employee vs. job description?

- Each rating should be determined based on the set responsibilities from the job description and the clearly defined expectations of performance provided to the employee by the supervisor.

Why is the staff Pre-Performance form completion an option? If it was required, would it not help the performance review draft process run more smoothly? Is there any data on the number of staff who turn in self reviews?

- The Staff Pre-Performance Review form should be provided to each employee along with their job description for review before beginning the evaluation process. This review is returned to the supervisor and is not placed in the official personnel file. As this form is not required to be completed based on the bargaining unit contract, and its not turned in to HR, there is no specific data about the number that are completed. While the supervisor may not require a

CSUEU employee to complete this form, it is possible to explain the importance of the form and encourage the employee to participate.

Do we have a written code of conduct for employee behaviors that are not acceptable?

- All CSUEU employees are rated on and expected to comply with the competencies identified in the performance review form. However, it is essential for the supervisor to specifically outline expectations of acceptable and unacceptable behaviors with each employee.

When does the AVP/MPP sign the draft and final evaluations?

- Human Resources strongly recommend that only the evaluator sign the draft and final evaluations before they are given to the employee for review. However, each evaluator should meet with the department level MPP or AVP to discuss both the draft and final evaluations prior to providing them to the employee. Each division may have specific guidelines set by the Vice President. An evaluator should contact the Vice Presidents office to find out about any additional guidelines.

What are the responsibilities of a Work Lead/Department Chair for performance evaluations?

- An appropriate administrator (MPP) may designate the responsibility of preparing and conducting a performance evaluation to a Work Lead/Department Chair. However, the appropriate administrator is ultimately responsible and accountable for the evaluation.