



**CSUEU ANNUAL PERFORMANCE EVALUATION REVIEW PERIOD**

Annual performance evaluations for CSUEU employees are based on anniversary month. The table below specifies the review period for each anniversary month. Use the table as reference when completing an annual performance evaluation for a CSUEU employee to correctly indicate the review period on the performance evaluation form.

| <b>Anniversary Month</b> | <b>Review Period</b>                | <b>Submit to HR</b> |
|--------------------------|-------------------------------------|---------------------|
| January                  | 2/1/Last Yr – 1/31/Current Yr       | March 31            |
| February                 | 3/1/ Last Yr – 2/28/ Current Yr     | April 30            |
| March                    | 4/1/ Last Yr – 3/31/ Current Yr     | May 31              |
| April                    | 5/1/ Last Yr – 4/30/ Current Yr     | June 30             |
| May                      | 6/1/ Last Yr – 5/31/ Current Yr     | July 31             |
| June                     | 7/1/ Last Yr – 6/30/ Current Yr     | August 31           |
| July                     | 8/1/ Last Yr – 7/31/ Current Yr     | September 30        |
| August                   | 9/1/ Last Yr – 8/31/ Current Yr     | October 31          |
| September                | 10/1/ Last Yr - 9/30/ Current Yr    | November 30         |
| October                  | 11/1/ Last Yr – 10/31/ Current Yr   | December 31         |
| November                 | 12/1/ Last Yr – 11/30/ Current Yr   | January 31          |
| December                 | 1/1/ Current Yr – 12/31/ Current Yr | February 28         |

If you have questions on performance evaluations please contact Amy Ruiz, Training Specialist at [amy.ruiz@sjsu.edu](mailto:amy.ruiz@sjsu.edu) or 924-2141.