



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.

Anniversary Month	Review Period	Submit to HR
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 Rosario Gaspar, Training Specialist at rosario.gaspar@sjsu.edu or 924-2141.