

COLLEGE OF NATURAL RESOURCES AND SCIENCES (CNRS) GUIDE FOR EVALUATING STAFF EMPLOYEES (UNIT 7 & 9)

REPORT OF PERFORMANCE FOR SUPPORT STAFF OVERVIEW

Successful performance management is an ongoing and interactive process that involves open communication and regular feedback between and employee and the appropriate administrator of designated lead throughout the year. The Report of Performance for Support Staff serves as a resource for documenting these communications and as a reference document to provide guidance for future performance development and improvement.

It is the appropriate administrator's responsibility to properly evaluate employees. The performance evaluation should clearly communicate the performance standards and expectations of the position, a review of the employee's performance based on job-related criteria, serve as a written framework for recognizing good performance, and be used a tool to provide constructive guidance for future success. Employee evaluations should acknowledge changes affecting the employee's position, including workload, which has occurred since the last evaluation.

Collective Bargaining Agreement (CBA) requirements determine the frequency of performance evaluations. Permanent and temporary staff are subject to a performance evaluation annually. For probationary staff, please see the [Collective Bargaining Agreement](#) to determine frequency or contact Human Resources or Academic Personnel Services (HR/APS). Probationary CSUEU employees (Unit 2, 5, 7 & 9) should receive a performance evaluation by the end of the third (3rd), sixth (6th) and eleventh (11th) month of their probationary period.

A performance evaluation is considered a draft until it contains the signature of the appropriate administrator. **PLEASE NOTE: The designated evaluator (Lead/Department Chair) may draft the evaluation and provide it to the appropriate administrator (College Dean) for review, but the appropriate administrator (Dean) is the only person who can provide the evaluation to the employee.** This is a change from the previous practice as a new Collective Bargaining Agreement for CSUEU employees was ratified in early 2018. A copy of the updated CBA can be found at <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit2-5-7-9-csueu.aspx>.

If you have questions regarding the evaluation process, please contact HR/APS at x3626.

A thorough guide for providing effective employee performance evaluations can be found at <https://hraps.humboldt.edu/staff-management-evaluations>.

COMPLETING THE PERFORMANCE EVALUATION

HR/APS will send an email with information with the following:

- Employee Name
- Classification
- Bargaining Unit
- Date of Appointment

- Department
- Position Description Date
- Type of Evaluation needed (link provided)
- Rating period
- Deadline date for evaluation to be completed and returned to HR
- Report of Performance

Please note that performance evaluation forms do vary depending on the employees bargaining unit and employment status. Please be sure to select the collect form located at <https://hraps.humboldt.edu/staff-management-evaluations>.

SECTION A.

The employee's performance is rated using the following four categories:

- Above satisfactory
- Satisfactory
- Not satisfactory
- Not Rated

Please complete sections appropriate to the employee's position.

NOTE: It is the normal practice that the Appropriate Administrator counsel an employee on below satisfactory performance when the concern is identified and before it is documented in a Performance Evaluation.

SECTION B.

Please complete the narrative in the space provided or attach an additional sheet of the paper to the evaluation itself to record job strengths and incidents of superior performance. This section must be completed when above satisfactory ratings are given.

SECTION C.

Please complete the narrative in the space provided or attach an additional sheet of the paper to the evaluation itself to record job deficiencies or job behavior requiring correction or suggestions for improvement. This section must be completed when below satisfactory ratings are given. See note for SECTION A.

SECTION D.

Please complete the narrative in the space provided or attach an additional sheet of the paper to the evaluation itself to record specific goals or improvement suggestions to undertake before the next review.

SECTION E.

Leave this blank. The appropriate administrator will complete this section.

SECTION F.

Please indicate the date of when the last position description was on file in the department and indicate if the position description is still accurate.

If no position description is on file for the position, please indicate.

SECTION G.

Leave this blank. The appropriate administrator will complete this section.

REVIEW OF PERFORMANCE EVALUATIONS (CSU EMPLOYEES – UNIT 2, 5, 7, & 9)

Department Chairs are asked to complete a draft of the Report of Performance for Support Staff Employees for all probationary and permanent staff employees under their lead. The performance evaluation shall only be based upon job-related criteria. Please proceed with the following steps:

- Once drafted, **please forward it to the Dean's Office for review. DO NOT provide the performance evaluation to the staff employee.**
- Once reviewed and approved, the Dean will provide the performance evaluation to the staff employee.
- The employee shall be provided with a copy of the draft evaluation and has up to ten (10) work days to review the draft and provide comments, if any, to the Dean.
- If the employee does not wish to provide input/comment to the draft evaluation, the Dean will finalize the evaluation and arrange for the employee to sign indicating their review and approval.
- The Dean's Office will forward the evaluation to Human Resources for insertion into the employee's personnel file and provide a copy to the employee.

If the employee decides to provide input, the Dean shall consider the input when preparing the final performance evaluation prior to it being signed by the and employee and placed in the employee's personnel file. If an employee declines to sign the performance evaluation, the Dean will inform the employee that a signature does not indicate agreement with the content of the performance evaluation, but that the signature provides proof that the employee has received and reviewed it. If the employee still refuses to sign, the Dean will indicate this on the evaluation form in the designated section for the employee signature and initial and date the form before sending it to HR for insertion into the employee's personnel file. A copy will be provided to the employee.

Upon request of the employee, the Dean, the employee and the employee's representative (if any) shall meet to discuss the evaluation. This meeting shall take place within (7) working days of the request at a mutually agreed upon time and location. The request for a meeting shall not prevent the Dean from placing the final performance evaluation in the employee's personnel file.

If the employee disagrees with the evaluation that has been placed into their personnel file, the employee may provide a rebuttal statement, which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the Dean and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.