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**MPP Employee Performance Evaluation Procedures**

**MPP EVALUATION CYCLE**

**Initial** evaluations - after six months and one year of service, and annually thereafter.

**Annual** Evaluations - performed on a fiscal year basis with a due date of no later than August 31st.

**PROCEDURES**

A fillable MPP Employee Evaluation Form is available on the UP website (<https://csumb.edu/hr/your-management-tools> ). Evaluation may be provided in narrative form; **however**, it must be attached to a completed and signed MPP Narrative Cover Sheet (also available on the UP website) including an Overall Performance Rating.

**RATINGS**

The following rating benchmarks are provided to assist the Evaluator in maintaining consistency among evaluations given and with other Evaluators across campus.

**Performance Ratings Rating Benchmark**

Outstanding Total performance is far above normal standards for the position.

Exceeds ExpectationsConsistently competent performance exceeding normal standards in all critical factors for the position.

Meets ExpectationsMeets all normal requirements of the position in a competent manner.

Below ExpectationsTotal performance periodically or regularly falls short of expectations.

UnacceptablePerformance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held. (*Contact University Personnel.)*

Give an Overall Performance Rating based on the employee’s performance as a whole, not an average score of the ratings given. **Only one** overall rating may be identified.

**SIGNATURES AND ROUTING**

Signatures should be obtained in the order in which they appear on the form. After the evaluation meeting between the MPP employee and Evaluator, the final evaluation is routed to the Department Head and Vice President for signature. If a Self-Evaluation was submitted, it should be attached to the Performance Evaluation. The completed evaluation is then signed by the Evaluator and presented to the MPP employee for signature.

Provide the employee with a copy of the fully signed Performance Evaluation and all attachments.

After all final signoffs, the Performance Evaluation (and all attachments) is copied and routed as follows:

Original: University Personnel for placement in Personnel File

Copy: Employee

Copy: Evaluator