

Process

Appropriate Administrator (AA) Starts

The Appropriate Administrator gathers information from lead worker, department chair and/or evaluator and writes the draft. Can request a self evaluation or a summary of accomplishments.

Note: No changes to the evaluation allowed after the employee signature

Process

Appropriate Admin (AA)
starts

AA Sends Draft

The Appropriate Administrator gathers information from lead worker, department chair and/or evaluator and writes the draft. Can request a self evaluation or a summary of accomplishments.

The Appropriate Administrator sends the draft evaluation to the employee.

Can be sent by email or in person.

Note: No changes to the evaluation allowed after the employee signature

Process



The Appropriate Administrator gathers information from lead worker, department chair and/or evaluator and writes the draft. Can request a self evaluation or a summary of accomplishments.

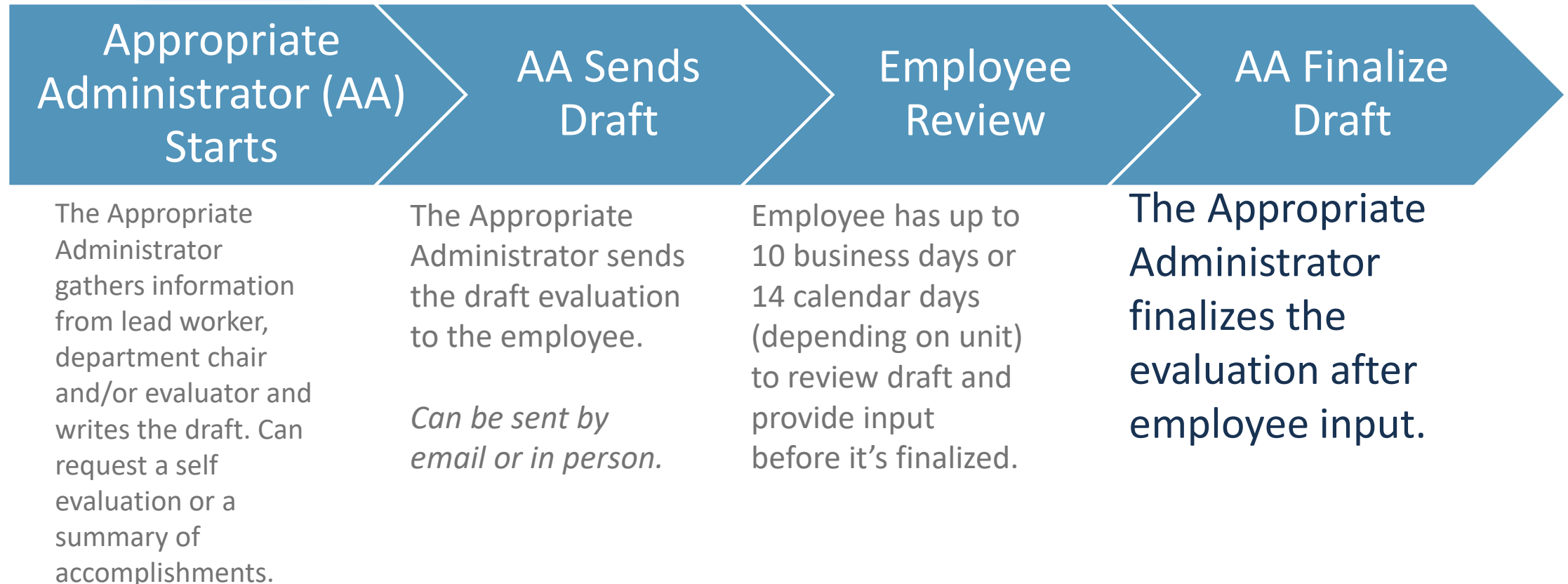
The Appropriate Administrator sends the draft evaluation to the employee.

Can be sent by email or in person.

Employee has up to 10 business days or 14 calendar days (depending on unit) to review draft and provide input before it's finalized.

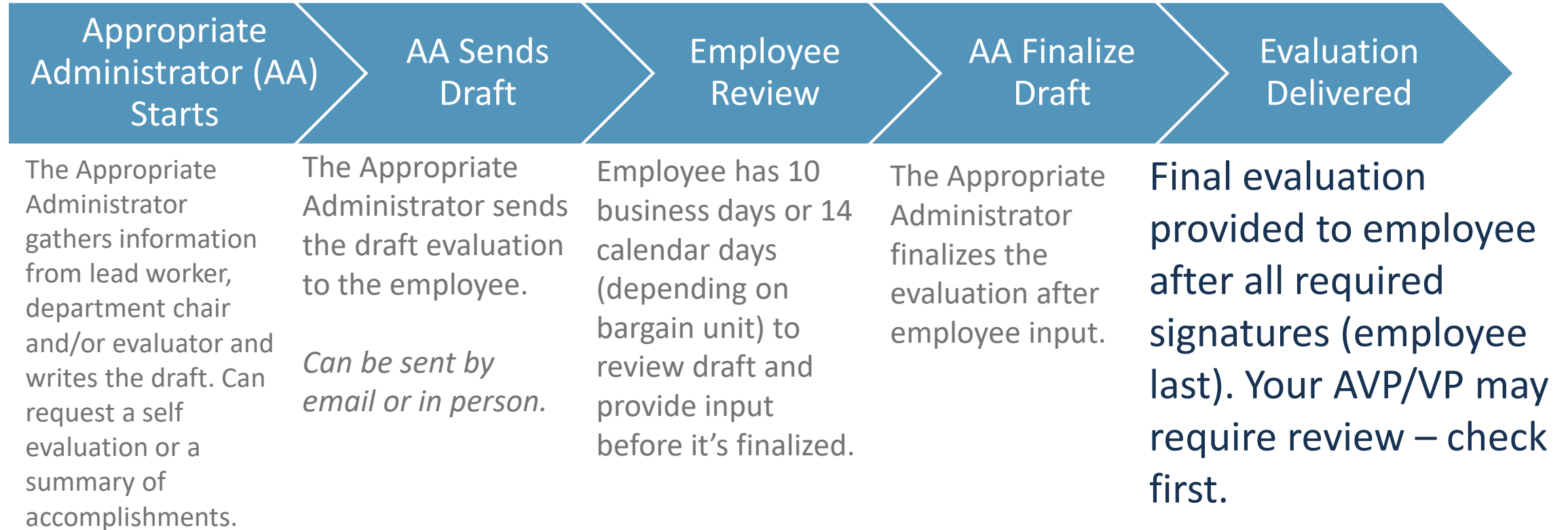
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Process



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The Narrative & Ratings



The narrative should:

- Correspond with the ratings
- Not be the first time an employee is being corrected on an issue
- Should include facts relevant to the employee's performance of their essential job duties - reference the position description
- Tell an accurate and factual story

Signatures & Sending to HR

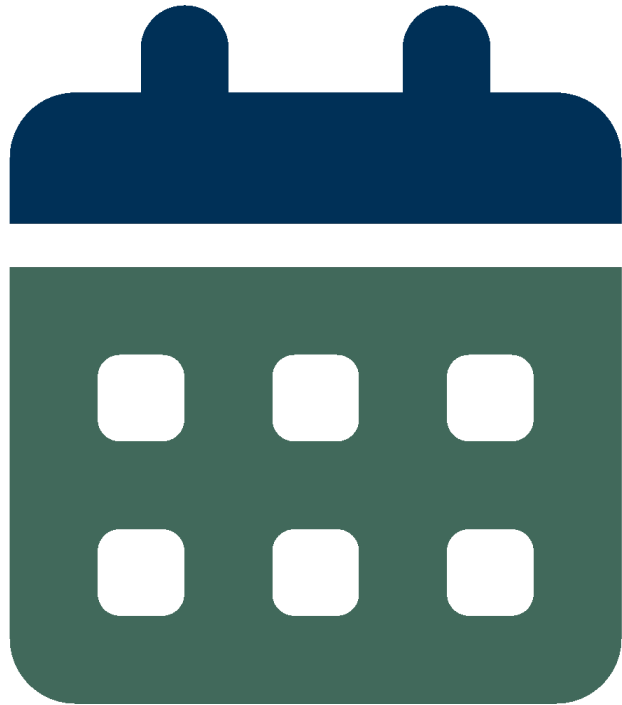


AdobeSign

- Scan & email
- Or Send in AdobeSign workflow

PerfEval@csumb.edu

Timeline & Due Dates



Review Period

- July 1, 2025-June 30, 2026

Bargaining Unit Staff

- Due to HR on or by: July 31, 2026

MPP & Confidential Staff

- Due to HR on or by: August 31, 2026

PerfEval@csumb.edu

Forms



Use the Correct Form

APC (Unit 4)

CSUEU (2, 5, 7, 9)

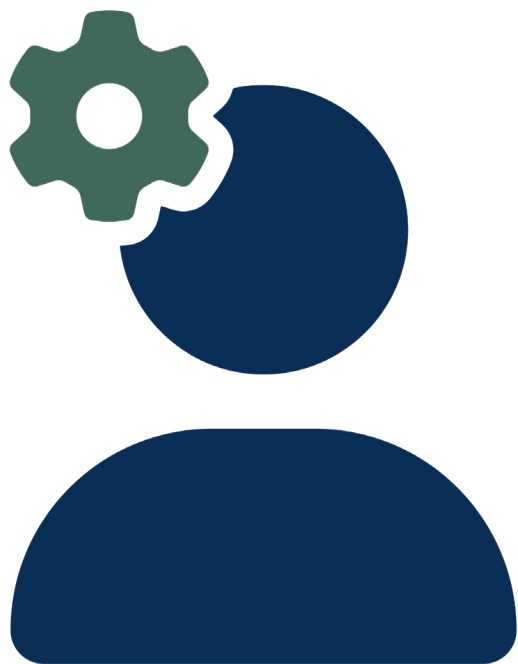
SUPA (8)

Teamsters (6)

Confidentials

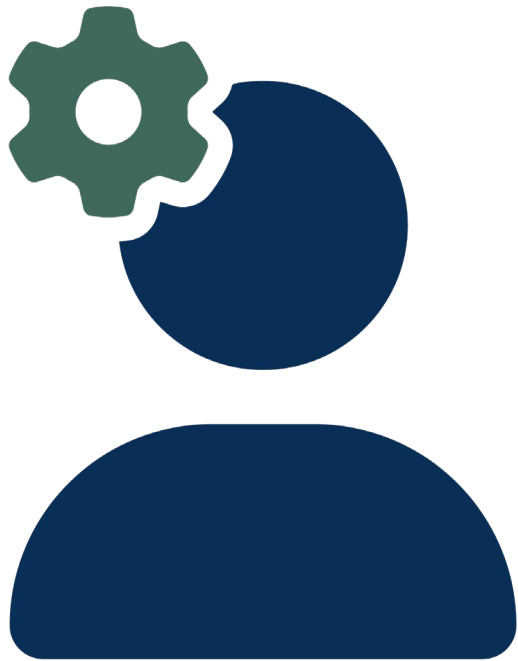
MPP

Employee Types – Who gets evaluated?



- **Temporary Employees?** *Maybe*
- **Intermittent Hourly Employees?** *Probably not*
- **Part Time Permanent Employees?** *Yes*
- **Student Employees?** *Probably not*
- **Probationary Employees?** *Yes but not the annual – next slide for more on this one*
- **What if I'm a new manager and wasn't here during the review period – how would I review the staff I inherited?** *Let's talk!*

Probationary Employees



There are separate timing requirements for probationary employees.

- **CSUEU:** at the end of the 3rd, 6th and 11th months

Probationary employees are not included in the annual evaluation process.

Remember



- Attach the Self-Evaluation, accomplishments and/or Rebuttal Statement (if one was submitted) to the Performance Evaluation.
- Provide the employee with a copy of the fully signed Performance Evaluation and all attachments.
- Submit the Performance Evaluation (with any attachments) to Human Resources on or before the deadline – **July or Aug 31** to PerfEval@csumb.edu

Additional Support & Resources



Contact HR (PerfEval@csumb.edu) for:

- Previous years' performance evaluations*
- Employee position description*
- Questions about special scenarios

Webpage: Search for “performance evaluation”

<https://csumb.edu/hr/employee-relations/elr/performance-evaluation/>

HR Contact:

PerfEval@csumb.edu

**If you don't have a copy*