Performance Evaluations Refresher



Agenda

We will cover the following topics:

- The Narrative
- Process & Workflow
- CBA Form Review
- Timeline and Due Dates
- Probationary Employees
- Resources and Support



The Narrative



The narrative should:

- Explain 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



Process

Appropriate Administrator (A Gathers	AA) '	AA Sends Draft		Employee Review		AA Finalize Draft		Evaluation Delivered
The Appropriate Administrator gathers information from lead worker, department chair	Administ the draft	trator sends t evaluation mployee.	business days or 14		The Appropriate Administrator finalizes the evaluation after employee input.		Final evaluation provided to employee after all required signatures (employee last).	
and/or evaluator.	email or in person.		provide input before it's finalized.				Your VP may require review – check first.	

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



Signatures & Sending to HR



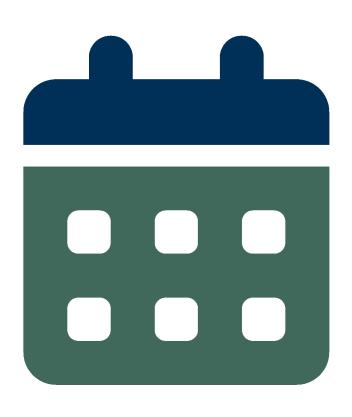
AdobeSign

- Scan & email
- Or Send in AdobeSign workflow

PerfEval@csumb.edu



Timeline & Due Dates



Review Period

• June 30, 2024 – July 1, 2025

Bargaining Unit Staff

Due to HR on or by: July 31, 2025

MPP & Confidential Staff

Due to HR on or by: August 31, 2025

PerfEval@csumb.edu



Forms



Use the Correct Form

APC (Unit 4)

CSUEU (2, 5, 7, 9)

SUPA (8)

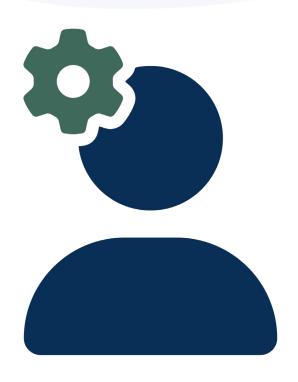
Teamsters (6)

Confidentials

MPP



Probationary Employees



There are separate requirements for probationary employees.

- **CSUEU:** at the end of the 3rd, 6th and 11th months
- APC, Teamsters, SUPA: Once during their first 12 months (usually at 6 months)

Final evaluations are completed no less than 30 days prior to the end of probation.



Remember



- Attach the Self-Evaluation and 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:

https://csumb.edu/hr/performance evaluation

HR Contact:

PerfEval@csumb.edu



