

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

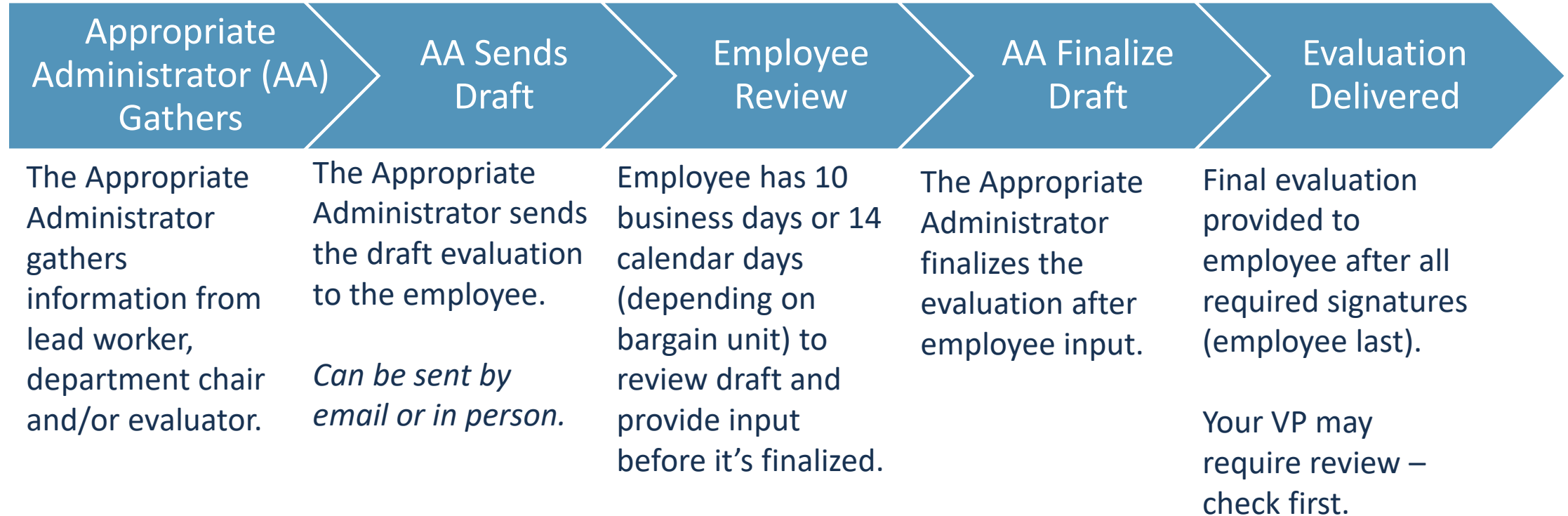
The Narrative



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



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

Signatures & Sending to HR

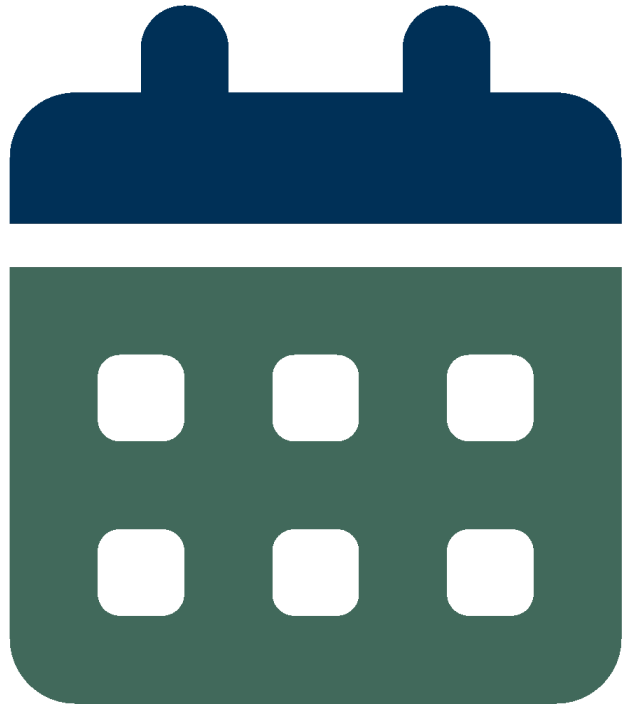


AdobeSign

- 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 \(2, 5, 7, 9\)](#)

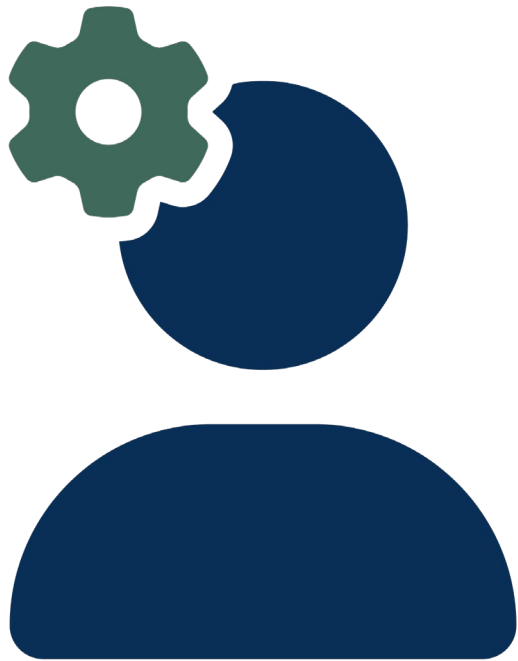
[SUPA \(8\)](#)

[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](https://csumb.edu/hr/performance%20evaluation)

HR Contact:

PerfEval@csumb.edu

**If you don't have a copy*