



2016 Performance Evaluations

The 2016 Performance Evaluation document is available today. Here are a few things that should be done to help ensure the entire process is smooth.

Reporting Structure

Supervisors are required to complete performance evaluations for their classified staff employees. The Office of Human Resources uses the reporting structure in HRMS to determine supervisors and which employees they are obligated to evaluate. Departments need to review PeopleSoft HRMS to make sure that all reporting structures are correct. You can do this by clicking the Company Directory under the main menu. Reporting structures can be updated and maintained by either your Appointing Authority or an HR representative in Classification and Compensation.

Position Description Updates

When it's determined that your reporting structure is accurate in HRMS, supervisors must update the Position Description for each of their classified employees. The information in Position Description is imported into the performance evaluation document on creation. Therefore, it is important that Position Descriptions within the PDQ system in HRMS are finalized (not in DRAFT mode) prior to beginning the performance evaluation process for employees. Additional information regarding trainings, support documentation, and evaluation document availability will be sent by email in the coming weeks.

[Performance Evaluation](#) and [Performance Management](#) trainings are available January through March.

Please contact Employee Relations if you have questions or need assistance. PD and reporting questions should be directed to Classification and Compensation. For step by step assistance in completing the 2016 evaluation an [ePerformance Supervisor](#) guide and [ePerformance Employee Guide](#) are available.