

## Performance Evaluation FAQs

It is important to remember performance evaluations and communicating performance feedback to our faculty and staff is essential. Taking the time to have conversations about performance, successes achieved, goals for the future, and what is supporting or hindering an individual's success promotes greater connection to their work, increased engagement in the workplace, and higher levels of productivity.

### 1) Who is being evaluated?

Faculty and staff hired prior to July 25<sup>th</sup> will be evaluated for the current performance year

### 2) What performance evaluation form should I use?

Administrative and Professional Faculty

- Use either the combined [performance evaluation and self-evaluation form](#) or the [new pilot performance evaluation and self-evaluation form](#) found under the “faculty” header under the “Performance” tab on [the Workforce Planning site](#). The pilot form is closer in alignment with the new Online Performance Management model which is being piloted with select units this year.

Research Staff

- Use either the combined [performance evaluation and self-evaluation form](#) or the [new pilot performance evaluation and self-evaluation form](#) found under the “faculty” header under the “Performance” tab on [the Workforce Planning site](#). The pilot form is closer in alignment with the new Online Performance Management model which is being piloted with select units this year.

Classified Staff who supervise two or more full time direct reports

- Use the [performance evaluation form – supervisory](#) found under the “classified staff” header under the “Performance” tab on [the Workforce Planning site](#)

Classified Staff who do not supervise at least two full time direct reports

- Use the [performance evaluation form – non-supervisory](#) which can also be found under the “classified staff” header under the “Performance” tab on [the Workforce Planning site](#)

### 3) Can I use the probationary form for Administrative/Professional Faculty?

It would be best to use one of the Administrative/Professional Faculty forms (listed above) since those forms include the president's goals.

### 4) When do the evaluations need to be turned into HR?

Evaluations for both Administrative/Professional Faculty and Classified Staff need to be in HR no later than October 24. If October 24 falls on a weekend, then evaluations should be submitted the first business day after the 24<sup>th</sup>.

**5) What performance dates do the evaluations cover?**

- Administrative and Professional Faculty - Period covering July 1<sup>st</sup> to June 30<sup>th</sup>.
- Classified Staff - Period covering October 25<sup>th</sup> to October 24<sup>th</sup>.

**6) Are self-evaluations required?**

Self-Evaluations are at the discretion of the supervisor. They are not required by the state, but we encourage departments/units to make this a standard part of the performance evaluation process.

**7) What if I am a new hire? Do I need a performance evaluation completed?**

- All Administrative/Professional Faculty and Classified Staff hired prior to July 25 must have a performance evaluation on file for the current performance cycle.
- If these employees are still under their probation period, at the supervisor's discretion, supervisors may submit either the [progress review form](#) or one of the standard evaluation forms.

**8) What if I recently switched positions and/or departments during the performance cycle?**

If an employee moved into a new position or department at any point during the performance cycle, a performance evaluation is required if the previous department did not complete an evaluation.

- If employee is under a probationary period, the employee's new department should submit either the [progress review form](#) or one of the standard evaluation forms.
- If the employee is not under a probationary period, the employee's new department should submit one of the standard evaluation forms if an evaluation was not submitted by the previous supervisor.

**9) What if an employee is out on leave when the evaluations are due?**

If an employee is on leave when the evaluation is due, the department should submit an evaluation that is not signed by the employee. This can act as a placeholder until the employee returns from leave. Please note on the evaluation that the employee is on leave and another signed version will be submitted upon the employees return.

**10) What if the supervisor is out on leave when the evaluations are due or if the position is vacant?**

If there is no supervisor when the evaluation is due, the reviewer, or whomever the reviewer appoints, should conduct the evaluation.

**11) What if my supervisor gives me a rating with which I do not agree?**

Please contact the Employee Relations team directly at [Emprel@gmu.edu](mailto:Emprel@gmu.edu) or 3-3878.

**12) I am not sure how to conduct an evaluation for my employee(s). What resources are available?**

Human Resources and Payroll ODLC has already conducted several workshops for supervisors on completing the appraisals, including the new components of purchasing and the Mason Values. Please contact [hrlearn@gmu.edu](mailto:hrlearn@gmu.edu) if you are interested in discussing additional sessions.

You can also schedule individual consultations by contacting the Employee Relations team at [Emprel@gmu.edu](mailto:Emprel@gmu.edu) or 3-3878.

**13) Do I need an evaluation if I am Instructional/Research Faculty?**

Instructional/Research Faculty evaluations are not coordinated by HR. Please contact your academic unit for guidance in accordance with the [Faculty Handbook](#).

**14) Do I need an evaluation if I am an adjunct, student worker, or non-student wage employee?**

No, performance evaluations are not submitted to HR & Payroll for these employee types.

**15) Is an evaluation required if the Commonwealth has announced an annual increase?**

- Yes, satisfactory performance evaluations are required to be eligible for all Commonwealth annual salary increases.
- If an employee is a new hire, and an evaluation is not required on October 24, the 6-month probationary evaluation will be accepted when submitted on a later date. For example, an October 1 hire would not need an evaluation one month into their job; the 6-month evaluation submitted in April 2019 would be fine.

**16) I am a new HR Liaison. Do you have any suggestions on how I should coordinate the performance evaluation process for my division?**

Yes, we are happy to help! Please contact the [Workforce Planning team](#) at [workplan@gmu.edu](mailto:workplan@gmu.edu).