

Performance Evaluation FAQs

1) What performance evaluation form should I use?

Administrative and Professional Faculty

- Use the new [A/P Faculty evaluation form](#) found under faculty resources on the [Performance tab](#) of the Classification and Compensation webpage. The new 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 new [performance evaluation form – supervisory](#) found under classified staff resources on the [Performance tab](#) of the Classification and Compensation webpage.

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 classified staff resources.

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

Evaluations for Administrative/Professional Faculty are due to HR by October 15, 2019, and Classified Staff evaluations 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 24th.

3) What performance dates do the evaluations cover?

Administrative and Professional Faculty - Period covering July 1st to June 30th.

Classified Staff - Period covering October 25th to October 24th.

4) 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.

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

All Administrative/Professional Faculty hired prior to April 1 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.

6) 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 in a classified position, and 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 in an A/P faculty position, or in a classified position 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.

7) 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.

8) 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.

9) 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 or 3-3878.

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

Individual consultations may be scheduled by contacting the Employee Relations team at Emprel@gmu.edu or 3-3878.

11) 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](#).

12) 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.

13) 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 [Classification & Compensation team](#) at workplan@gmu.edu.