



FLORIDA A&M UNIVERSITY
**HUMAN
RESOURCES**
DIVISION OF FINANCE AND ADMINISTRATION

ePerformance Evaluation

Frequently Asked Questions

Below are some questions that may help you on your journey to getting familiar with ePerformance. We hope that this guide will be helpful to you. If you have any questions, check here first to see if it has been answered, if not, please send us an email at eperformance@famuedu so we can assist you further.

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1. Who is responsible for completing the performance evaluation?

The rater, normally the employee's immediate supervisor, is primarily responsible for the timely completion of the evaluation.

2. When are performance evaluations due?

All employees are rated on an annual review cycle with the evaluation due date occurring the same time each year. The evaluation due date depends on the employee type:

- For A&P employees the annual evaluation due date is typically in August each year.
- For USPS employees the annual evaluation due date is typically in February each year.
- For Probationary USPS employees a “Probationary” performance evaluation is due 6 months after the hire date.
- For USPS Law Enforcement employees a “Probationary” performance evaluation is due 12 months after the hire date.

3. What form should I use to complete an A&P or USPS performance evaluation?

Performance evaluations for both A&P and USPS employees must be completed using the ePerformance Module in iRattler – Human Resources. Supervisors will use the following navigation to access their employees’ evaluation documents: iRattler > Human Resources > Main Menu > Manager Self Service> Performance Management > Performance Documents > Current Documents. You can access all training guides and tutorials for ePerformance on the Human Resources website under Employee Relations or click [here](#).

4. What are the standard performance ratings for an A&P or USPS employee?

The standard performance ratings are the same for A&P and USPS employees. The ratings are:

- Exemplary
- Above Satisfactory
- Solid Performer
- Below Satisfactory

5. What is the rating period for annual A&P performance evaluations?

The rating period for all annual A&P evaluations is July 1st of the previous year to June 30th of the current year. For example, the 2020 A&P annual performance evaluation covers July 1, 2019, through June 30, 2020.

6. What is the rating period for annual USPS performance evaluations?

The rating period for all annual USPS evaluations is January 1st to December 31st of the same year. For example, the 2020 USPS annual performance evaluation will cover January 1, 2019, through December 31, 2019.

7. When should I do the annual A&P performance evaluations for my employees?

The timeframe for completing and submitting an A&P annual evaluation is July 1st to the third week in August. An A&P annual evaluation should be completed in iRattler no sooner than July 1st of the current year and no later than the established deadline.

8. When should I do the annual USPS performance evaluations for my employees?

The timeframe for completing and submitting a USPS annual evaluation is January 1st to the middle of February of the current year. An USPS evaluation should be completed in iRattler no sooner than January 1st and no later than February 15th of the current year.

9. What happens if I do not complete an annual performance evaluation for an A&P employee?

It is important to complete annual evaluations for your employees to communicate job expectations, provide goals, and give open and honest feedback. If you do not complete an annual evaluation for an A&P employee, the previous year's rating will not carry over. Therefore, an annual evaluation must be completed for the employee or iRattler will reflect that no evaluation was received for the employee.

10. What happens if I do not complete an annual performance evaluation for a USPS employee?

It is important to complete annual evaluations for your employees to communicate job expectations, provide goals, and give honest feedback. However, if an annual evaluation is not completed for a USPS employee, the last annual evaluation rating carries forward to the current evaluation period.

11. Do I have to complete a probationary performance evaluation for an A&P employee?

No. A&P employees do not serve probationary periods; therefore, a probationary evaluation is not necessary.

12. Do I have to complete a probationary performance evaluation for an USPS employee?

Yes, USPS employees who are newly hired to the University or hired into a new USPS job classification or employees whose job classification has changed to USPS must receive a probationary evaluation during the last 30 days of their 6-month probationary period. The probationary evaluation should not be started before the last 30 days of the employee's probationary period and should be completed no later than the end of the 6-month probationary term. Employee Relations will send a courtesy reminder to the Department Representative listing the employees who are scheduled to receive a probationary evaluation. Probationary evaluations must be completed in iRattler. You can access all training guides and tutorials for ePerformance [here](#).

13. When should a probationary performance evaluation be completed?

A probationary evaluation should be completed, in iRattler, during the last 30 days of the probationary period. For example, if the probationary ends on October 29, 2019, the probationary evaluation must be completed between September 29, 2019, and October 29, 2019.

14. When should a request be made for the extension of a probationary period?

The probationary period may be extended up to six months, in 60 day intervals, when any of

the following circumstances occurs:

- o The employee is rated Below Satisfactory.
- o The supervisor decides that additional time is needed for training or on the job experience.
- o The employee or rater is granted an authorized leave of absence during the probationary period.
- o An employee without regular status in a current class is reassigned to a different position in the same class and makes a written request to extend the probationary period.

Extension of a probationary period requires approval from Employee Relations.

Please contact Employee Relations at (850) 599-3611, no less than 14 days before the end of the probationary period. For example, if the probationary period end date is October 29, 2019, you would need to contact Employee Relations no later than October 15, 2019 to request an extension.

15. What happens if I do not complete a probationary performance evaluation for an USPS employee?

It is important to assess a probationary employee's job performance during the first six months that he/she is hired or enters a new classification to ensure the employee is adequately performing all job duties. However, if you do not complete a probationary evaluation for the employee, the employee's probationary evaluation will default to a "Satisfactory" rating, and he/she will receive "Regular" status in the University's system.

16. When is an annual performance evaluation due for an USPS employee who has served a probationary period?

The employee receives a probationary evaluation at the end of the 6-month probationary period. The employee's first annual performance evaluation will be due during the next annual review cycle the following December. For example, an employee starts work on February 14, 2020, the probationary evaluation is due on August 14, 2020; the first annual evaluation will

be due February 15, 2021. The annual evaluation will cover the remainder of the review period (August 15, 2020 through December 31, 2020).

17. If an employee is in the Deferred Retirement Option Plan (DROP), do I have to complete an annual performance evaluation for the employee?

Yes. An annual evaluation should be completed for all Regular status employees.

18. When is a Higher Level Supervisor's signature NOT required on an USPS performance evaluation?

A higher level supervisor's signature is not required on a USPS evaluation when the person preparing the evaluation (the rater/reviewer) is a Dean, Department Chair, Director, Assistant Vice President, Vice President, or the President. This applies to all USPS evaluations, unless otherwise stated in your departmental policies.

19. What should I do if an employee refuses to sign the performance evaluation after we have had the review discussion?

The employee's signature is used to acknowledge that the employee has received a copy of the evaluation. It does not mean that he/she agrees with the content of the evaluation. If, after explaining this to the employee, he/she still refuses to acknowledge receipt of the evaluation in iRattler, the supervisor should mark the evaluation as "Employee Refused to Sign" and continue the steps to complete the evaluation in iRattler.

20. What is a "Special" performance evaluation?

A Special performance evaluation is a performance evaluation that falls outside the normal timeframe for annual or probationary evaluations. A Special evaluation may be completed any time there has been a change in an employee's performance rating. Special evaluations are completed in iRattler. Please contact Employee Relations for guidance with completing a special evaluation.

21. What time period should “Special” performance evaluations cover?

The rating period for a Special evaluation depends on the overall rating you are giving on the evaluation.

- If the overall rating is “Below Satisfactory:” the rating period covers the past 60 days. For example, if you are reviewing the evaluation with the employee on October 29, 2019, the rating will cover August 30, 2019 to October 29, 2019.
- If the overall rating is “Satisfactory, Above Satisfactory, or Exemplary:” the rating period runs from the day following the end date of the last evaluation rating period to the day you review the evaluation with the employee. For example, if the end date for the last rating period was June 30, 2019, and you are going to review the evaluation with the employee on October 29, 2019; then the rating period would be from July 1, 2019, to October 29, 2019.

22. Can I complete a Special performance evaluation for an A&P employee?

No. Special evaluations are only used for USPS employees.

23. What should I do if the overall rating for the employee is a “Below Satisfactory”?

An overall performance rating of “Below Satisfactory” must be accompanied by a Performance Improvement Plan (PIP), which is developed with the assistance of Employee Relations. If the overall rating for an employee is going to be “Below Satisfactory,” you must contact Employee Relations, at least 14 days before reviewing the evaluation with the employee.

24. How long can a regular status USPS employee stay at an overall rating of “Below Satisfactory”?

An USPS employee cannot remain at an overall rating of “Below Satisfactory” for more than 120 days. An employee must be re-evaluated 60 days after receiving a “Below Satisfactory” evaluation and Performance Improvement Plan (PIP). If, after the first 60 days, the employee still has not made any improvements, he/she will receive another “Below Satisfactory” evaluation along with a second PIP. If the employee still does not show improvement in

performance, the supervisor should contact Employee Relations to determine the appropriate next steps in the employee's employment.

25. What happens if I do not complete another evaluation 60 days after issuing an overall "Below Satisfactory" rating for a USPS employee?

If you do not complete another evaluation within 60 days of issuing an overall "Below Satisfactory" rating, the USPS employee's rating will automatically reset to a "Satisfactory" rating." Therefore, if the employee's performance continues to be Below Satisfactory, you must complete the evaluation before the end of the 60-day period, so the employee's performance rating can be reflected accurately.

26. When is a performance evaluation considered completed?

A USPS performance evaluation is completed when: 1) the supervisor completes the evaluation in iRattler; 2) the signature of approval has been obtained from the higher level supervisor; 3) the supervisor marks the document "Request Acknowledgement" ; 4) the employee provides any necessary comments and acknowledges the review; and 5) the supervisor marks the evaluation as "Complete."

An A&P Performance evaluation is completed when: 1) the supervisor completes the evaluation in iRattler; 2) the supervisor reviews the evaluation with the employee; 3) the supervisor marks the evaluation as "Request Acknowledgement;" 4) the employee provides any necessary comments and acknowledges the review; and 5) the supervisor marks the evaluation as "Complete."

27. What can an employee do if he/she has not received an annual performance evaluation by the due date?

An employee can make a written request to their supervisor to be evaluated. The request must be made within 30 days after the original due date. An USPS employee can make a request after February 20, of every year and an A&P employee can request for his/her evaluation after

August 15 of every year.

28. Can an employee respond to a performance evaluation, if he/she does not agree with or would like to comment on the evaluation?

Yes. An employee can respond to the evaluation by adding comments to the ePerformance evaluation in iRattler.

29. Do I have to send the original performance evaluation to Employee Relations?

No. Evaluations that are marked "Complete" in iRattler do not need to be sent to Employee Relations.

30. What if an employee's duties or position changes in the middle of the year?

The employee's position description can be added while defining criteria.

31. What if I have multiple supervisors during the year?

The new supervisor may nominate the old supervisor to complete the evaluation or an HR administrator may transfer the documents to old supervisor to complete the evaluation.

32. What if I need to add a goal or achievement when I already completed my portion of the evaluation?

You can re-open the evaluation. Please contact the Office of Human Resources at 850-599-3611 or send us an email at eperformance@famu.edu for more information. You can also follow the ePerformance Business Flow Step-by-Step guide [here](#).

33. Will the iRattler system automatically update the employee status from Probationary to Permanent?

No, the iRattler system will not update automatically. The HR administrators will update the status.

34. Can I submit an evaluation if the higher level supervisor doesn't approve prior to the evaluation's due date?

No. The higher level supervisor can make a request to an HR administrator, and the HR administrator will complete the evaluation.

35. How do I cancel a Nominee if the Nominee doesn't complete the evaluation in time?

Click Track Nominee under Add Nominate Participant and click Cancel.

36. When should the employee meet with their supervisor during the evaluation process?

The employee should meet with their supervisor before approving the Define Criteria and the manager must meet with the employee after sharing the evaluation.

37. Am I able to attach a document of my opinion based on my manager's evaluation?

Yes. Click Add Attachment below the employee comments.

38. Will HR provide me an updated position description for an employee?

No. The supervisor is responsible for the obtaining the updated position description for his/her employee.

39. Where can I find the record of my completed evaluation?

Self-Service>Performance Management>My Performance Documents>Historical Documents.