



Date: July 1, 2016

To: Jordan Kellman
Dean, College of Liberal Arts
Personnel No: P00072498

From: Charlene Hamilton *CH*
Human Resources

RE: **Performance Evaluations**

In accordance with Civil Service Rules, we are now at the end of the 2015/2016 performance evaluation period for all classified employees. That means it is now time to complete the official performance evaluations that Civil Service requires for all classified employees. As the Evaluating Supervisor for your department you must complete an evaluation on all classified employees in your department using the planning document that you prepared last summer. All evaluations must be completed no later than September 15th, 2016 and the original document must be sent to Human Resources as soon as it is completed.

To render an official evaluation, the Evaluating Supervisor shall:

1. Complete a performance evaluation form after June 30th of the evaluation year,
2. Provide documentation to support an evaluation of "Needs Improvement/Unsuccessful" or "Exceptional",
3. Obtain the Second Level Evaluator's signed approval of the evaluation form prior to discussion with the employee,
4. Discuss the evaluation with the employee and present the evaluation form to the employee to be signed and dated, and
5. Give the employee a copy of the evaluation form with his/her official overall evaluation.

Once the Official Evaluation has been completed and submitted to Human Resources, the Evaluating Supervisor should prepare a new performance plan with each classified employee for the July 1, 2016 – June 30, 2017 performance year. This new performance plan should be completed no later than September 30th, 2016 and sent to Human Resources for review. After review it will be returned to you for the next evaluation period.

For your convenience, the classified employees assigned to your department are listed below; also attached are some things to remember when preparing these forms.

Administrative Assistant 4	Personnel No: P00046447
Administrative Coordinator 3	Personnel No: P00132052

Should you have any questions regarding this matter, please contact me at 482-6251.

THINGS TO REMEMBER WHEN DOING THE PERFORMANCE EVALUATION (PES)

The Evaluation Process begins July 1, 2016 thru September 30, 2016, for Current Performance Year 2015-2016

- **Classified Evaluating Supervisors and Classified Second Level Evaluators who fail to administer the performance evaluation system, shall NOT be eligible for a Performance Adjustment (merit increase) for that year.**
- Whiteouts of dates and signatures will not be accepted
- Evaluations are done on the Planning form that you prepared last summer
- Personnel # is your Civil Service Number – (HR has provided the # on the attached letter)
- The Performance Year must be written out as July 1, 2015 to June 30, 2016.
- **The Evaluation Period** is the period of time the employee worked during the performance year. If the employee was hired during the Performance Year, the evaluation period would be their **date of hire** to June 30, 2016. *(Performance Year and Evaluation Period dates will be the same for any employee who has been here more than a year).*
- **Evaluating Supervisor/Evaluation Session:** After performance year ends (June 30, 2016) the evaluating supervisor will create the performance evaluation (rate on performance plan). The evaluating supervisor may sign prior to submitting to 2nd level evaluator or after, or at meeting with employee.
- **Second Level Evaluator/Evaluation Session:** will review the Performance evaluation and provide signature of approval. SIGNATURE MUST be dated prior to evaluating supervisor's meeting with employee.
- Make sure Agency Mission and Department Mission are filled in.
- If the employee is Out on Leave, the requirements are met by mailing the documents to the employee's last known address on or before September 30th.
- All evaluations that are **EXCEPTIONAL** or **NEEDS IMPROVEMENT** must be accompanied with additional documentation justifying that rating.

***Note: Once the Evaluation session is complete, you will also do a new Planning session for the upcoming Performance Year. (July 1, 2016 to June 30, 2017).**

If you have any questions, please refer to the Human Resources website or contact Charlene Hamilton at 482-6251.



July 30, 2012

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Université des Acadiens

To: Dr. Jordan Kellman
Dean, Liberal Arts

From: Monica Mitchell
Human Resources Analyst

RE: **Performance Evaluation System (PES) Planning**

We are now in the Planning Period of the new Performance Evaluation System (PES) which Civil Service is implementing for all classified employees. Supervisors must complete a new planning form for all classified employees in their department prior to September 30, 2012.

Online training for the Performance Evaluation System must be completed by all Supervisors in order to prepare the Planning document for each of their employees prior to September 30, 2012. Here is a link to the PES training on Civil Service's website:

<http://tinyurl.com/PESTraining>

You will need to do the PES Basics, PES Planning Process and PES Evaluation Process courses. Attached to this letter you will find more instructions on how to log on to the online training website. Your Civil Service Personnel Number is handwritten on the instructions for your convenience.

Once you are done with the training, you will need to complete a planning for each Civil Service employee that you supervise. Please hold on to the planning, you will need them next year in order to evaluate your employees.

The new form that we will be using from this date forward can be found on the Human Resources website:

<http://personnel.louisiana.edu/forms/forms.shtml>

We ask that you only use the form found on our website because it includes the Agency Mission required by Civil Service already on the form. Civil Service also requires each department to have their own Department Mission included on the PES form for each of their employees. We ask that each department develop their own Mission.

Should you have any questions regarding this matter, please contact me at 2-1196.