



FLORIDA STATE UNIVERSITY

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MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration
Chief of Staff

DATE: June 21, 2019

SUBJECT: 2018–2019 A&P Performance Evaluations

A&P employees must have their performance evaluated by their supervisors annually. The performance evaluation ensures that employees receive feedback on their performance and is a constructive tool for continued improvement and development. It is important that performance evaluations are completed in a timely manner.

- A&P performance evaluations for the 2018-2019 rating period will become available in OMNI HR on **Thursday, August 8, 2019**.
- The deadline for performance evaluations to be completed is **Friday, September 6, 2019**.

Performance evaluations are not required for A&P employees who have been hired or promoted to an A&P position on or after **Tuesday, May 7, 2019**. These employees will not have evaluations available in OMNI HR.

Please note, any position-related updates that need to be reflected on the 2018–2019 evaluation form must be completed no later than **Thursday, July 11, 2019**, by submitting an ePAF in OMNI HR. The ePerformance evaluation form will reflect changes made to the position description as long as the effective date for the change is within the rating period. Any management changes must be finalized in OMNI no later than **Thursday, July 25, 2019**. If you or members of your staff have questions regarding the position description or management changes updates, please contact your department's assigned analyst in the [Compensation Services](#) section of Human Resources.

In addition, supervisors who choose to utilize the Goals section in ePerformance for their employee(s), or need to update Goals from the previous rating period, must do so through the Person Profile screen in OMNI HR by **Thursday, July 25, 2019**. The goals and objectives identified in the Person Profile are pre-populated in the Goals section of the performance evaluation. Goals that are added or updated after the deadline will not transfer to the 2018–2019 evaluation form.

Supervisors and Department Representatives are encouraged to utilize the training resources provided by the Office of Human Resources. Online training guides for the ePerformance process may be accessed [here](#).

If you or members of your staff have any questions regarding this procedure, please reference Florida State University [Policy 4-OP-C-7-G1](#), or contact the Employee & Labor Relations section at (850) 644-6475.

cc: President John Thrasher
Vice Presidents
Department Representatives
Employee & Labor Relations