



*Office of Human Resources*  
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MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Joyce A. Ingram, Assistant Vice President and  
Chief Human Resources Officer *jai*

DATE: July 22, 2009

SUBJECT: A&P Performance Evaluations

This is a reminder that A&P employees must have their performance evaluated by their supervisors annually. It is important that these performance evaluations be completed in a timely manner. Performance evaluations ensure that employees receive feedback on their performance and are a constructive tool for continued improvement and development.

A follow-up report will be forwarded to each vice president on evaluations in his or her area not completed after August 2009. Last year the overall completion rate for A&P evaluations was 93%. We would like to see an improvement in the overall rate of completion for A&P evaluations this year.

Evaluations for the 2008 – 2009 academic year, which ends **August 7, 2009**, should be completed after August 7, 2009, and forwarded to this office by **August 28, 2009**. Performance evaluations are not required for A&P employees who have been employed for less than three months.

The A&P Review of Performance form and the Performance/Improvement Appraisal Plan form are available on the Human Resources Web Site (<http://www.hr.fsu.edu>; click on the link under Forms marked Department Reps then Employee Relations). Supervisors may complete the evaluations by submitting either of the forms, by official memorandum, or by any other form approved in advance by Human Resources. All evaluations should include the overall rating, the signature of both the rater and the employee, and the date the employee received the rating. The standard rating categories for A&P employees are: Excellent, Above Satisfactory, Satisfactory, and Needs Improvement/Unsatisfactory. A copy of the performance evaluation is to be provided to the employee, and a copy should be sent to Human Resources, Mail Code 2410, to be scanned into the employee's official personnel file. Please retain the original in your departmental file.

If you or members of your staff have any questions regarding this procedure, please reference Section OP-C-7-G1, of the Division of Finance and Administration, Human Resources, Policies and Procedures or call the Employee and Labor Relations Section at 644-6475.

Thank you.

cc: President Wetherell  
Provost Abele  
Vice Presidents  
Departmental Representatives  
Renisha Gibbs  
Shiffany Rawls