

An important message from FSU Office of Human Resources

**This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution to all Department Representatives.**

*Please share this information with supervisors and managers of USPS employees.*

Performance evaluations for USPS employees are now available in OMNI HR for the 2018 rating period.

- The evaluation period measures performance from January 1, 2018 - December 31, 2018.
- Performance evaluations are not required for USPS employees who were hired or promoted to a USPS position on or after May 1, 2018; these employees will not have evaluations available in OMNI HR.
- Two new ratings have been created under the following performance evaluation sections:
  - **Section 2 – Responsibilities: *Not Applicable*** rating. This rating should be used when the Responsibility is no longer required for the position. Supervisors and managers are required to work with Compensation Services to ensure the Position Description has been updated.
  - **Section 5 - Overall Rating: *Marginal Satisfactory*** rating. This overall performance rating should be used when the employee's performance is minimally meeting the expectations and requirements for the position. It is recommended that a Performance Expectations Plan (PEP) be issued with a Marginal Satisfactory performance rating. Managers or supervisors must contact Employee & Labor Relations for assistance in drafting a PEP.
- An overall rating of *Below Satisfactory* requires a Performance Improvement Plan (PIP). Supervisors must contact Employee & Labor Relations (ELR) before initiating a *Below Satisfactory* performance evaluation.

*Supervisors can find contact information for their assigned ELR Specialist by clicking on the following link: [ELR Department Contact List](#).*

- Supervisors can access the performance documents by navigating to: *myFSU > HR > Manager Self Service > Performance Management > Team Performance > Current Documents*.

- Track completed evaluations and status updates by using the query: **FSU\_ELR\_EPERF\_STATUS\_DEPT**. To run the query, insert **Review Period End Date of 12/31/2018**.
- The deadline for all USPS ePerformance evaluations to be completed is **March 1, 2019**.
- Supervisors and Department Representatives are encouraged to utilize the [training resources](#) provided by the Office of Human Resources.

**Questions?** Please contact the Employee & Labor Relations section at (850) 644-6475.