

Annual Evaluations 2026 Frequently Asked Questions

Who should start the evaluation form?

The supervisor must start the process using the [annual evaluation form](#). They will select the employee to be evaluated and choose to have them complete a self-evaluation. (Self-evaluations are highly recommended).

Should I prepare an annual evaluation for a Civil Service employee who is on probation?

Civil Service employees who are still in their probationary period as of April 1, 2026, should be evaluated using the appropriate probationary evaluation forms (3, 6 or 12 months) which can be found on the HR [website](#).

Should I prepare an annual evaluation for an Academic Professional who has been employed for less than one year?

New Academic Professionals hired on or after January 1, 2026, are not included in the annual performance evaluation process. All other AP employees should complete an annual evaluation.

What if the employee has changed supervisors during the evaluation period?

If an employee has changed positions or supervisor during the annual evaluation period, the current supervisor is responsible for completing the evaluation and should seek input from the previous supervisor, if possible.

Should I complete an annual evaluation if the employee is on leave?

If an employee is currently on a leave of absence, the supervisor should wait until the employee returns to work before completing the annual evaluation. If an employee was on leave for some, but not all of the evaluation period, the supervisor should complete the evaluation assessing work performance for the time when the employee was working.

Do I have to use the electronic form to complete the annual evaluation?

Human Resources strongly encourages everyone to use the electronic form. If this is not possible, the supervisor can fill out the electronic form and print the PDF version that will come to theirs and their employee's email. It is the responsibility of the supervisor to ensure the paper evaluation is delivered to Human Resources with all required signatures by June 5th.

Can an employee receive more than one performance value per category?

No. Supervisors must select **one** performance value per category. The performance value options include Exceeds Expectations, Meets Expectations, Developing, Needs Improvement, and Unacceptable.

What does a performance value of "Developing" mean?

Developing is a performance value category that should be utilized if the employee often meets standards but is still progressing. It is intended to be utilized when the performance falls between consistently meeting expectations and consistently needing improvement.

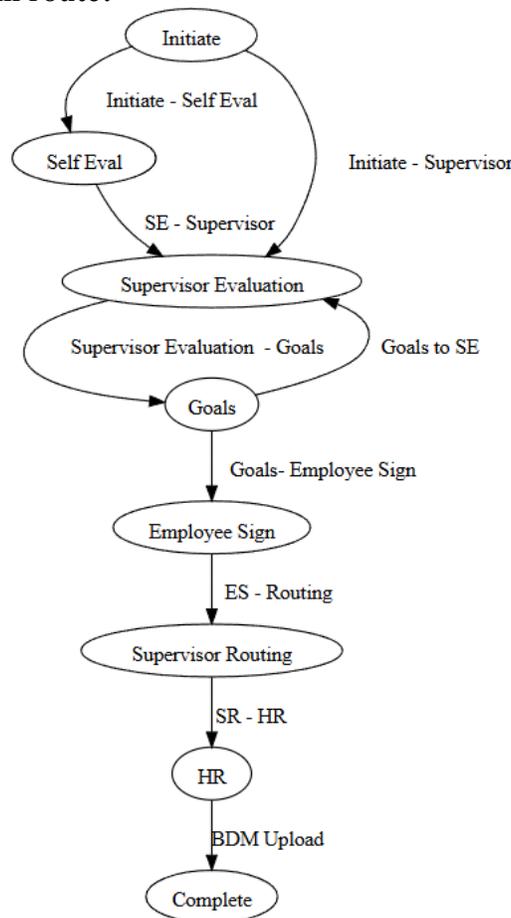
Do I need to update the employee's job description when I do the annual evaluation?

The Annual Performance Evaluation cycle is an excellent time to review employee responsibilities and ensure the accuracy of all employee job descriptions. Human Resources will not be collecting job descriptions with the annual evaluation this year. If you need to make changes to an existing job description, please contact your Division Liaison.

What should I do if I do not agree with the annual evaluation my supervisor has completed for me?

We encourage employees and supervisors to discuss the content of evaluations, including any areas of disagreement. Employees are required to sign their annual evaluation form, but they have the option of noting their disagreement. An employee may sign and check the box “I understand but disagree with the contents of this performance review.” In addition, employees may add their own comments to the evaluation regardless of whether they agree or disagree with the content of the evaluation.

How will the electronic form route?



- The form will be initiated by the supervisor by clicking on the [electronic form](#).
- The Supervisor will either initiate the self-evaluation or start the supervisor evaluation without a self-evaluation.

- If the self-evaluation option is chosen, the form will be routed to the employee. They will receive an email with a link to complete this. Once the form is finished, the employee will route it back to the supervisor. The supervisor will receive an email with a link to the form along with a PDF of the completed self-evaluation.
- The supervisor will start the official annual evaluation.
- The form routes to the employee for review and signature.
- The form routes back to the supervisor for signature.
- The form routes to HR.
- HR signs off and sends the form to the electronic personnel file.
- An email is sent to HR, the supervisor, and the employee with the final PDF version of the official annual evaluation.

Additional questions?

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