

## Evaluation FAQs for Staff

### **1. What is the evaluation period currently being evaluated?**

Evaluations are for the recently completed calendar year. For example, in March 2021 the evaluations due are for performance during the 2020 calendar year.

### **2. If a new employee is hired during the evaluation period (calendar year) and has had a 3/6-month evaluation, do they need an annual evaluation?**

It depends on when the 3- or 6-month probationary evaluation was completed. If a 3-month evaluation was done during the evaluation period and a 6-month was not, then the 6-month evaluation would need to be done to meet the evaluation requirements regardless of when the 3-month was completed. For example, if the 3-month was completed in December, the 6-month would be done in March.

If the 6-month evaluation was prior to November, an annual evaluation to encompass the last several months of the evaluation period not reviewed would be necessary to meet the evaluation requirement. If the 6-month evaluation was completed after November, an annual evaluation is not needed at this time.

### **3. Does a new employee still in the probationary period need to have an annual evaluation?**

This would depend on when the employee was hired. If a new employee was hired in January or prior, at a minimum, they would be due for a 3-month evaluation in March. If they were hired later than January, you would follow the 3-and 6-month timeline for completing the appropriate evaluations. Please work with your HR Business Partner on these unique cases as they can help you determine the best time to do the evaluation. The HR Business Partner team may be reached at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu).

### **4. Does an evaluation need to be completed for individuals that have already submitted their resignation/retirement letters?**

Policy does require annual evaluations for some groups of employees, so please work with your HR Business Partner due to policy requirements for some employees. Additionally, it is important to do a review in the event the employee comes back to the University or seeks employment elsewhere, etc. If their last day with the University is after the day that a CEC would be effective, it would be in the employee's best interest

to complete the evaluation, so they could benefit from any possible increase as a result of a performance related CEC.

**5. If an employee moves from one University of Idaho department to another, who should complete the annual evaluation? What if the employee has two supervisors?**

Depending on when the employee moved to the new position, the best option would be to work with the prior supervisor to cooperatively complete the evaluation. If the employee was employed by the prior department for the entire evaluation period, the previous supervisor should complete the annual evaluation. If a probation evaluation is due, it would be appropriate for the current supervisor to complete that one as well. If an employee has a dual reporting line, there are two ways the annual evaluation can be completed. The two supervisors can collaborate and complete the annual evaluation jointly or each supervisor can complete their own evaluation. If needed, your HR Business Partner will assist the supervisors in determining an over-all ranking. Your HR Business Partner can help you determine the best approach in these and other unusual circumstances.

**6. Does HR need a hard copy or an electronic (PDF) copy of the evaluation for the employee file?**

For Staff: An electronic (PDF) copy of the signed employee evaluations should be submitted electronically in the established Department-HR folder on the shared drive for your department. The person designated in your department to place the evaluations in the shared folder can provide information on how to submit the PDF within your unit.

For Faculty: Please contact the Provost Office as faculty evaluations are handled through their office.

**If you have additional questions related to staff evaluations, please contact Human Resources at [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) or 208-885-3638.**