



FLORIDA A&M UNIVERSITY
**HUMAN
RESOURCES**
DIVISION OF FINANCE AND ADMINISTRATION

ePerformance 101 Guide

(Click on a topic below for more information)

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Overview of ePerformance Evaluation Process

- The ePerformance module is an evaluation management application used for the assessment of employees of the University.
- The roles involved are: (1) HR Administrator; (2) Employee; (3) Manager;
- (4) Nominee; and (5) Higher-level Manager.
- The ePerformance module supports the entire planning and evaluation process, from planning and aligning employee performance or development goals with enterprise objectives, through assessing and rewarding employee performance results within the expected behaviors.

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Overview of Florida Statute 110.224 -Public Employee Performance Evaluation System

Per Florida Statute 110.224, (2), each public employee must have a performance evaluation at least annually, and the employee must receive an oral and written assessment of his or her performance evaluation.

It is the policy of Florida A&M University to communicate job performance expectations and management's evaluation of the employee's job performance to Administrative and Professional (A&P) employees, including Executive Service, and University Support Personnel System (USPS) employees [See FAMU Regulation 10.119 overview below].

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Overview of University Regulation 10.119: Evaluations for Faculty, Administrative and Professional including the Executive Service, and University Support Personnel System Employees

According to BOT Regulation 10.119 (3) (a), the purpose of the Administrative and Professional (A&P) evaluation, including the Executive Service Employee evaluation, shall be to aid the A&P employee in improving his/her performance of assigned duties. The A&P employee may be evaluated for a specific period of time (fiscal year), but the employee shall be evaluated at least once annually. The A&P employee should have completed a minimum of six months of A&P service to be eligible to receive an evaluation. The evaluation shall be considered in making personnel decisions relating to salary, retention and assignment or promotion to other responsibilities.

According to BOT Regulation 10.119 (4), the purpose of the University Support Personnel System (USPS) employee performance evaluation program is to provide an overall evaluation of an employee's performance for a specific period of time (calendar year). The evaluation shall be based on measurable, observable, or verifiable performance standards which the employee is expected to achieve or the

objectives which the employee is expected to accomplish. A performance standard describes fully acceptable or unacceptable performance.

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Summary of Changes

- Transition to one form for A&P and USPS employees
- USPS rating cycle changes from anniversary date to a calendar year basis
- Ratings are text-based verses being numerically based
- New ratings – Exemplary; Above Satisfactory; Solid Performer; and Below Satisfactory
- Universal behavioral expectations added

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Types of University Support Personnel System (USPS) Evaluations

Probationary – A probationary evaluation provides an overall evaluation of USPS employees in probationary status. The probationary period is normally six months, with the exception of law enforcement employees who have a probationary period of one year.

Annual – An annual evaluation provides employees an overall evaluation normally on a yearly basis. USPS employees are evaluated annually on a calendar year basis.

Special – A special evaluation for a permanent status USPS employee may be conducted when an employee’s performance has changed from the rating level reflected on the most recent evaluation and shall not cover more than a 60-day period immediately preceding the special evaluation unless the evaluation period is extended.

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University Support Personnel System ePerformance Evaluations

USPS ePerformance evaluation documents are made available in iRattler December of each year. Supervisors may begin completing employee evaluations at that time. The deadline for completing the evaluation is February 15th each year.

Supervisors may access the performance document by navigating to: iRattler > Navbar > Navigator > Manager Self Service > Performance Management > Documents > Current Documents. Instructions for completing the performance evaluation can be found in the training guides provided below.

An employee hired into a USPS position on or after July 1st is currently serving a probationary period and will not have an annual evaluation available in iRattler.

As a reminder, an overall rating of Below Satisfactory requires a Performance Improvement Plan (PIP). Supervisors must contact Employee Relations before initiating a Below Satisfactory performance evaluation.

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Administrative & Professional ePerformance Evaluations

A&P employees are evaluated on a fiscal year basis. A&P ePerformance evaluation documents are made available in iRattler June of each year. Supervisors may begin completing employee evaluations at that time. The deadline for completing the evaluation document is August 15 of each year.

Supervisors may access the performance document by navigating to: iRattler > Navbar > Navigator > Manager Self Service > Performance Management > Documents > Current Documents. Instructions for completing the performance evaluation can be found in the training guides provided below.

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New Evaluation Ratings for A&P and USPS

Rating	Description
Exemplary	Employee performance level exceeds expectations, surpasses requirements, and is at the highest level of performance. Work serves as an example of others.
Above Satisfactory	Employee performance level is higher than adequate expectations and requirements for the position and approaching the highest level of performance. Working towards an exemplary rating.
Solid Performer	Employee performance level is higher than adequate expectations and requirements for the position and but not approaching the higher level of performance. Work towards an above satisfactory rating.
Below Satisfactory	Employee performance level fails to meet adequate expectations and requirements for the position. Sustained improvement is needed.

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Step-by-Step Training Guide to ePerformance

(Click on a process below for step-by step instruction)

Step 1: Manager Initiates the Evaluation

Step 2: Employee Reviews Defined Criteria

Step 3: Nominated Participant Comments on the Evaluation

Step 4: Employee Completes the Self Evaluation

Step 4(A): How To Reopen Defined Criteria

Step 5: Manager Rates the Employee

Step 6: Manager Reviews Evaluation with Employee & Requests Employee

Acknowledgement

Step 7: Employee Acknowledges Evaluation

Step 7(A): Manager Overrides Acknowledgment

Step 8: Manager Completes Evaluation & Submits for Higher Level Manager

Review

Step 9: Higher Level Manager Reviews Evaluation

Step 10: Manager Views Historical Document & eSignature

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Frequently Asked Questions (FAQs)

Click [here](#) for frequently asked questions

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Links to Helpful Resources

FAMU Regulation 10.119 – Evaluations for Faculty, A&P (Including Executive Service) and USPS Employees

Collective Bargaining Agreement (AFSCME) (USPS)

Collective Bargaining Agreement (PBA) (Law Enforcement)

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