

Completed performance evaluations should be submitted to the HR Employment Center. The performance evaluation date, type (annual, special, etc.) and overall rating will be entered into GEMS, and the evaluation form will be filed in the employee's personnel file. Performance Evaluation forms are available in the HR Forms Library.

Most Administration performance evaluations are completed at the end of the fiscal year, however departments may establish common evaluation dates (see *Common Annual Evaluation Dates* under FIND IT). Common evaluation dates allow all evaluations to be completed at the same time each year. Common evaluation dates or changes to those dates must be approved by HR Employee Relations.

More detailed information regarding the evaluation process can be found under *Performance Management – Administration and Staff* on the Employee Relations website (FIND IT).

Training classes on performance evaluations are available through Talent Management (FIND IT).