

1. Why is the PES necessary?

- a. The Performance Evaluation System provides employees with a roadmap of success if done effectively. Managers should follow the PES for the best results. (Mid-Year Reviews are optional but can be a great tool for the employee when they need performance feedback). It is important to both the employee and the manager. The PES can help track and document employee’s performance, review responsibilities that were previously set in the Planning Session, acknowledges goals and developmental items for the employee’s professional development, identify strengths and weaknesses, and provide feedback to the employee’s job performance. Additionally, the PES is important to employees because they can remind employees of the value they add to the organization. As a manager, the use of this system can also assist in identifying the team’s strengths and weaknesses, not just individual performance. Utilizing all steps of the PES (e.g., Planning Session, Mid-Year Review, and Annual Evaluation) is an effective way to communicate with your employee about job performance. If all steps of the cycle are completed, there should be no surprises to the employee by the time Annual Evaluations arrive.

2. What are the three steps to the PES?

a. Planning Session

- i. The first part of the PES is the Planning Session which is initiated by Human Resource Management (HRM) on September 1st via Workday. The Planning Session is for managers to set major responsibilities, review competencies, create goals, and create a developmental plan for the employee. If the Planning Session for an employee is not completed, most sections for the Annual Evaluation will be blank.
- ii. Please note: Planning Sessions must be completed by the manager within 30 days of the effective date of the following cases: A new Classified, Unclassified, or Other Academic employee is hired. Also, Planning Sessions must be completed by the manager within 30 days when an employee begins another position. For example, if a Job Change is completed in Workday such as a lateral position move, a promotion, or a demotion, a Planning Session will need to be completed. Otherwise, August 1st - October 31st is the normal period for Planning Sessions.

b. Mid-Year Review

- i. The next step is the Mid-Year review. The Mid-Year review is optional. Upon request of the supervisor, HRM initiates it via Workday. Performance management should be a periodic check-in with the employee. Although Mid-Year Reviews are optional, they are a good opportunity for managers to utilize when an employee has any changes to their job duties or changes in their performance. They are a great tool for having formal performance conversations. If managers want to request the Mid-Year Review or have questions about their employee's performance, they can email hrmperformance@lsu.edu. The Mid-Year review period is from December 1st – March 1st.

c. Annual Evaluation

- i. The last step is the Annual Evaluation, which is a summary of a full year's job performance. Managers evaluate employees from July 1st of the previous year to June 30th of the current year. Annual Evaluations measure performance as well as reward, motivate, and develop employees. Managers will receive a Workday inbox action item that will provide step-by-step instructions on how to complete the annual review. The Annual Evaluation must be completed by August 19th.

3. How do I create Major Responsibilities for my employee?

a. Classified Employees

- i. Each duty from the job description needs to be copied and pasted into the Major Responsibilities section.

- ii. Each duty that is entered as a Major Responsibility should have its own weight and should not be combined into one Major Responsibility. The sum of the Major Responsibilities should equal 100%.
 - b. Unclassified/Professional/Other Academic Employees
 - i. The Major Responsibilities should be modeled after your employee’s job description.
 - ii. Each duty that is entered as a Major Responsibility should have its own weight and should not be combined into one Major Responsibility. The sum of the Major Responsibilities should equal 100%.
 - 4. Can I enter all my employee’s Major Responsibilities in one section?**
 - a. While it is possible, each duty needs to have its own Major Responsibility. This allows the employee to be accurately rated upon each responsibility.
 - 5. Are comments required?**
 - a. Yes, comments are required at the end of each section (e.g., Major Responsibilities, Competencies, and Overall Evaluation Rating).
 - 6. How is the overall evaluation calculated?**
 - a. Major Responsibilities
 - i. The Major Responsibilities section accounts for 60% of the overall rating.
 - b. Competencies
 - i. The University set Competencies account for 40% of the overall rating.
 - 7. As a manager, how can I make changes to my employee’s Annual Evaluation once I have submitted it?**
 - a. If the Annual Evaluation is not showing a status of “Successfully Completed” you can make changes.
 - b. Only the Manager can do a manual send back. The process to send back is:
 - i. Find your employee in Workday
 - ii. Click the Performance tab
 - iii. Select the in progress Annual Evaluation
 - 1. Hover over the first process in the “Process Column” (The first Process should be “Start Performance Review”)
 - iv. Click the brick on the side of the process
 - v. Hover over “Business Process”
 - vi. Click “Manual Send back”
 - vii. To: (Select your (Manager’s) name
 - viii. Leave the comment: Making edits to Performance Evaluation
 - c. As an additional note, if you go through with this process, the evaluation will start back from step one.
- 8. Is the PES required for part-time employees?**
 - a. Classified Employees
 - i. Part-time employees must have a completed Planning Session and Annual Evaluation regardless of the Full-time Equivalent (FTE).
 - b. Unclassified/Professional/Other Academic Employees
 - i. Part-time employees that have and FTE greater than 50% must have a completed Planning Session and Annual Evaluation.
- 9. How do I view if my team’s evaluations have been completed?**
 - a. As a manager, there is a dashboard designed to aid in viewing the status of performance templates of your direct reports. We have created a [job aid](#) that guides you step by step of viewing this dashboard.
- 10. When do I use the rating “Not Evaluated”?**

- a. As a manager, you may assign an Employee who has worked for the University less than three calendar months (90 days) in the evaluation year a rating of “Not Evaluated.” The effect of a rating of “Not Evaluated” will be equivalent to an evaluation of “Successful.” “Not Evaluated” may only be given when:
 - i. The employee is an active employee on June 30th, and
 - ii. The employee has worked less than three months at the evaluating agency within the performance year
 - iii. Please note: The Annual Evaluation will be routed to HRM when the rating of Not Evaluated is used.

11. I am a new Manager (here less than 90 days), but my Subordinates have been with the Department for more than 90 days. How do I evaluate this person fairly?

- a. This can depend on several factors. For assistance on this matter, please contact hrmperformance@lsu.edu.

12. What is the difference between Goals and Developmental Items?

- a. Goals
 - i. Performance goals are job oriented. They are based on the results of the employee’s major responsibilities. Goals will likely reflect core, ongoing responsibilities and will, therefore, be carried forward from year to year.
- b. Developmental Items
 - i. Development Items are learning-oriented. They are the skills, knowledge, and experiences the employee needs to either remain effective in their current job or support the employee’s ability to take on new responsibilities and grow in their career. Achieving Development Items leads to increased personal job satisfaction, which increases workplace morale. A commitment to employee development helps recruit, retain, and motivate successful employees.

13. Can medical information, such as FMLA, be included in my employee’s Annual Evaluation?

- a. Medical information/FMLA **CANNOT** be included in any employee’s Annual Evaluation. If medical information is included, HRM will cancel the evaluation and send it back to be completed again.

14. My employee is out on FMLA during the evaluation period, do I complete their Annual Evaluation? Should I wait for them to come back from leave?

- a. The Annual Evaluation will still need to be completed by the deadline of August 31st. The section of Supporting Documents will need to include the following:
 - i. Attach a “Certificate of Mailing” for an employee that is on approved FMLA leave for the duration of the evaluation period (7/1 - 8/31). The date of the “Certificate of Mailing” issued must be on or before the evaluation deadline date.

15. I do not agree with my Annual Evaluation. What are my options?

- a. Annual Evaluations are not grievable under the University’s Policy Statement 80 (PS-80).
- b. **Permanent Classified Employees** who receive an overall performance evaluation of "Needs Improvement/Unsuccessful" or “Unrated” may request an official review of that evaluation. A request for review must be submitted in writing and be postmarked or received in the Office of Human Resources Management no later than September 15th following the evaluation year. In the request for review, the employee must explain and provide supporting documentation for the request for review.
 - i. If the request for review is timely, HRM will review the employee’s request, the evaluation given, and any supporting documentation provided. The contested evaluation must be discussed with the employee and the Evaluating Supervisor.
 - ii. HRM must give the employee and the evaluating supervisor written notice of the results of the review. This notification must be provided by October 15th. Any changes in the evaluation will be retroactive to July 1st.

- c. **Professional/Other Academic Employees:** If an employee disagrees with the evaluation, a written response can be submitted to HRM (hrmperformance@lsu.edu). The response will be reviewed and attached to the employee's Workday.
- d. Approving your evaluation in Workday indicates an employee is acknowledging a conversation was held between the employee and supervisor. It does not signify that an employee is agreeing/disagreeing with the evaluation.

16. If my employee is resigning within an evaluation period, do I still need to complete their Planning Session, Mid-Year Review, or Annual Evaluation?

- a. The PES does not need to be completed if an employee is resigning within a time frame of any evaluation period. Please contact hrmperformance@lsu.edu if this situation applies to you as a supervisor.

17. How do I, as a manager, best utilize the PES for my employee?

- a. If you believe to have concerns or needing assistance on navigating PES for your employee, please contact HRM at hrmperformance@lsu.edu.