February 1, 2016

To: Vice Presidents, Deans, Department Heads, and Directors
Human Resources Departmental Contacts

Fr: Deb Barkley, Manager, Faculty and Labor Relations
Susan Alt, Manager, Employee and Labor Relations

Re: FY2016 Employee Performance Evaluations

MSU’s Performance Evaluation Policy (Personnel policy 600.00) requires that performance evaluations for all employees be completed by April 15th, annually. The policy is available at:  http://www2.montana.edu/policy/performance_evaluation_policy.htm

There is a link embedded within this policy, Performance Evaluation Guidelines, which provides guidance on conducting effective performance evaluations.

Listed below are the forms that may be used for evaluations. If you wish to design an alternate evaluation tool, it must be pre-approved by Human Resources/Employee & Labor Relations

**CLASSIFIED EMPLOYEES:**

- **Due Date:** Friday, April 15, 2016
- **Submit to:** Human Resources, 920 Technology Blvd. Suite A, Bozeman, MT 59718
  - For questions or assistance regarding performance evaluations for classified employees, please contact Susan Alt (salt@montana.edu) at 994-3344 in the Human Resources/Employee and Labor Relations office.
  - Evaluation forms located at: http://www.montana.edu/hr/EmployeeRelations.htm

**CONTRACT PROFESSIONALS & ADMINISTRATORS:**

- **Due Date:** Friday, April 15, 2016
- **Submit to:** Human Resources, 920 Technology Blvd. Suite A, Bozeman, MT 59718
  - For questions or assistance regarding performance evaluations for professional employees, please contact Susan Alt (salt@montana.edu) at 994-3344, or Deborah Barkley (deborah.barkley@montana.edu) at 994-2894 in the Human Resources/Employee and Labor Relations office.
  - Evaluation forms located at: http://www.montana.edu/hr/EmployeeRelations.htm

All performance evaluations will be retained in the employee’s official personnel file maintained by the Human Resources office.
We will be making a presentation on “Conducting Effective Performance Evaluations” on four different occasions:

- Monday, February 8th, 3:30pm – 5:00pm, SUB Ballroom D
- Wednesday, February 10th, 8:30am – 10:00am. SUB Ballroom D
- Tuesday, February 16th, 3:00pm – 4:30pm, SUB 235
- Thursday, February 18th, 9:30am – 11:00am, SUB 235

Please register online at the MSU Training Registration website: https://atlas.montana.edu:9000/apex/f?p=112:1 by clicking on the course name and filling out the registration form. If you encounter technical difficulties, please contact Melissa Schaak, Human Resources Training Program Coordinator, at 994-3557 or melissa.schaak@montana.edu

**FACULTY:**

- Faculty evaluations are due to the Provost’s office by Friday, April 15, 2016.
- For questions regarding the review process for faculty, please contact the Provost’s Office, at 994-4371, or Deborah Barkley (deborah.barkley@montana.edu) at 994-2894 in the Human Resources - Employee and Labor Relations office.

cc: President Cruzado
    Provost Potvin
    Cathy Hasenpflug, CHRO