

# How-To: Submit Performance Evaluations

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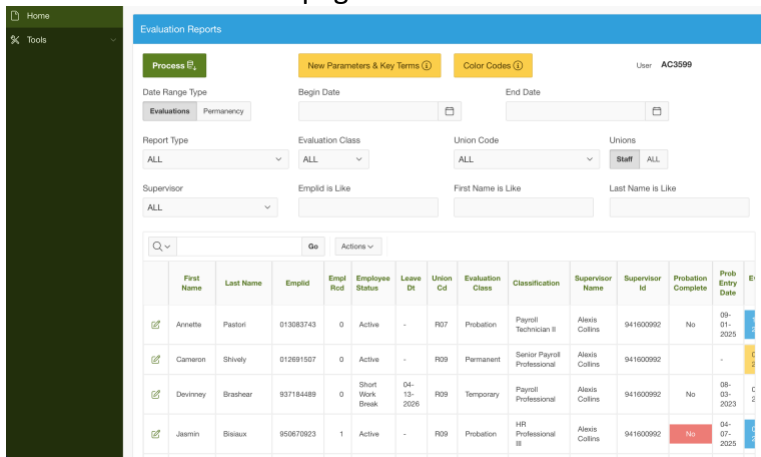
## 1. Introduction

Before you submit an evaluation, please **review the Evaluation Process** in the [Human Resources Evaluations](#) page. Reviewing the process is very important, as it notes why it is important to provide employees with a formal process for on-going feedback.

Also, in the [Evaluation's page](#), **review the steps** that you need to take to submit the evaluations. The order of these steps is very important, as failing to do so will result in a failed submission.

## 2. Gather Your Employees' Information

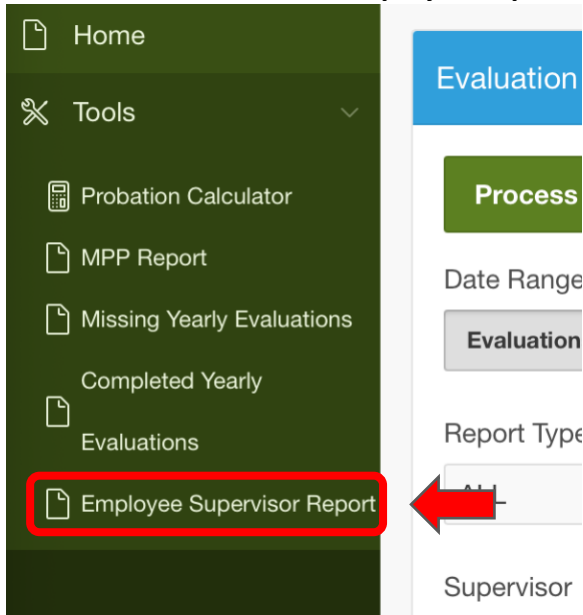
1. Log in to the [Evaluation Management Dashboard](#). You can also find this link in the Human Resources Evaluations page.



2. Click the arrow in the **Tools** option on the left dropdown menu to open the submenu.



- In the submenu, click the **Employee Supervisor Report** option.

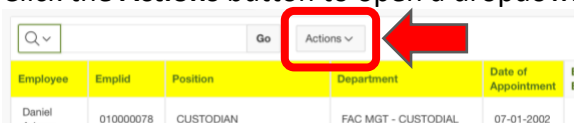


- A report will open displaying all the staff that reports to you. Note the **column headers highlighted in yellow**. You are going to use the information in these columns to fill out your employees' Performance Evaluation forms.

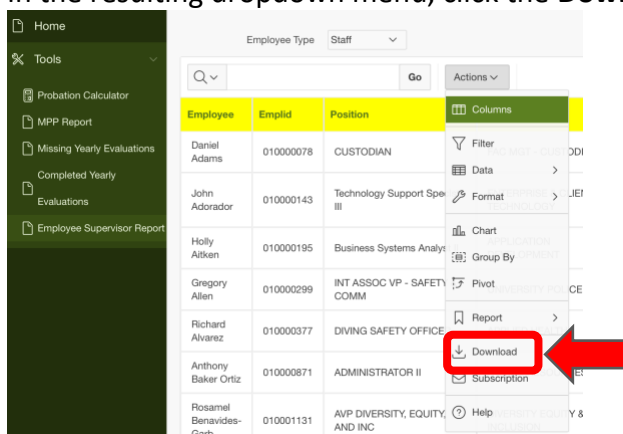
Employee	Emplid	Position	Department	Date of Appointment	Expected End Date	Employee Email	Jobcode	Classification
Adams	010000078	CUSTODIAN	FAC MGT - CUSTODIAL	07-01-2002		dda6@humboldt.edu	2010	Custodian
John Adorador	010000143	Technology Support Specialist III	ENTERPRISE & CLIENT TECHNOLOGY	10-01-2025		ja1@humboldt.edu	0482	Technology Support Specialist III
Holly Aitken	010000195	Business Systems Analyst II	APPLICATION DEVELOPMENT	10-01-2025		hsa7001@humboldt.edu	1343	Business Systems Analyst II

- You can have this page open, or you can download the data to a spreadsheet. To download the data, follow the steps below.

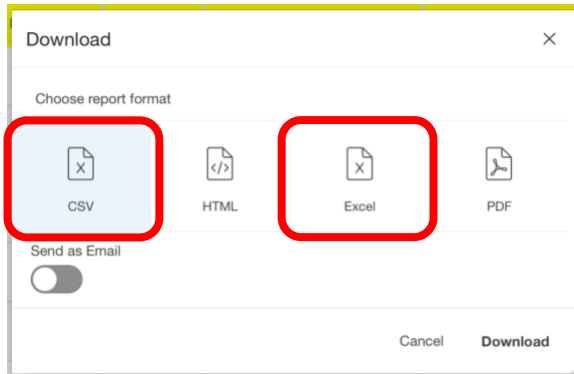
- Click the **Actions** button to open a dropdown menu.



- In the resulting dropdown menu, click the **Download** option.



- c. A **Download** pop-up window will open. Select either the **CSV** or **Excel** options. The first option will result in an unformatted spreadsheet, and the second will format the data in table format.



- d. Click the **Download** link. The file will download to your default downloads folder in your computer.

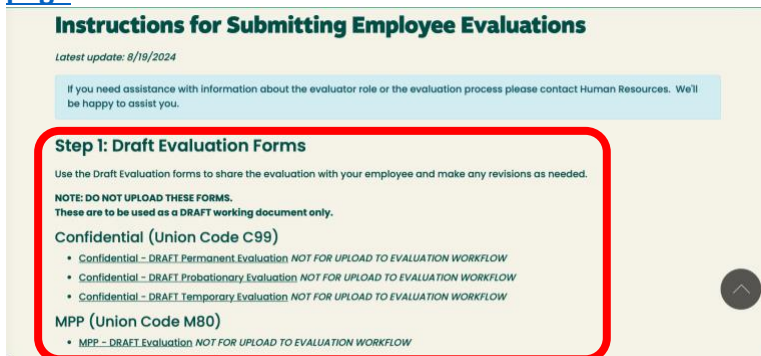


- e. Click the x link to close the **Download** pop-up window.



### 3. Fill Out the Draft Form

1. Download the appropriate evaluation form from **Step 1: Draft Evaluations Forms** in the [Instructions for Submitting Employee Evaluations](#) section in the [Human Resources Evaluations](#) page.



- Copy the information in the downloaded or dashboard Employee Supervisor Report to the Draft form's top row matching the columns.

*Note that the highlighted headings do not appear in the downloaded file.*

**H.** Report of Performance for Permanent Support Staff Confidential  
 Employee Return to Human Resources before 6/30/  
 Annual Evaluation  Other From: 5/1/ to 4/30/

Employee Full Name	Position	Division/Department	Date of Appointment
Daniel Adams	CUSTODIAN	FAC MGT - CUSTODIAL	07-01-2002

- Fill out the rest of the form and print or email it to the employee for review and discussion.

**4. IMPORTANT: REVIEWING TIMELINES**

Each bargaining unit has a specific timeline to complete the draft review. The following list shows the timelines for each bargaining unit.

**a. Union code R04: APC**

The employee has fourteen (14) days to submit a rebuttal (if any) to the evaluator before the evaluation is finalized. You can view the APC contract language, Article 18, regarding employee performance evaluations at the [APC contract website](#).

**b. Union codes R02, R05, R07, R09, R15: CSUEU**

The employee shall be given up to a maximum of ten (10) workdays to review the draft evaluation and provide input, if any, to the Appropriate Administrator. You can view the CSUEU contract language, Article 10, regarding employee performance evaluations at the [CSUEU contract website](#).

**c. Union code R06: Teamsters**

The employee shall be given up to five (5) workdays to review the draft evaluation and provide input, if any, to the evaluator. You can view the SETC contract language, Article 12, regarding employee performance evaluations at the following [Teamsters contract website](#).

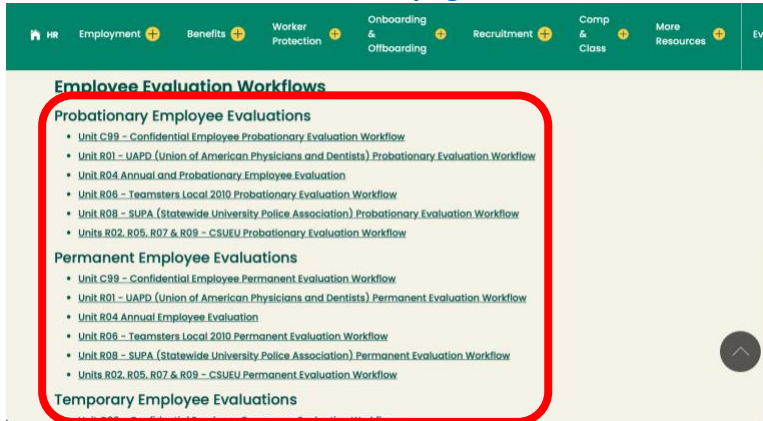
**d. Union code C99: Confidential**

Consistent with campus practice and the evaluation process used for CSUEU-represented employees, Confidential employees shall be provided up to ten (10) workdays to review the draft evaluation and provide input, if any, prior to issuance of the final evaluation.

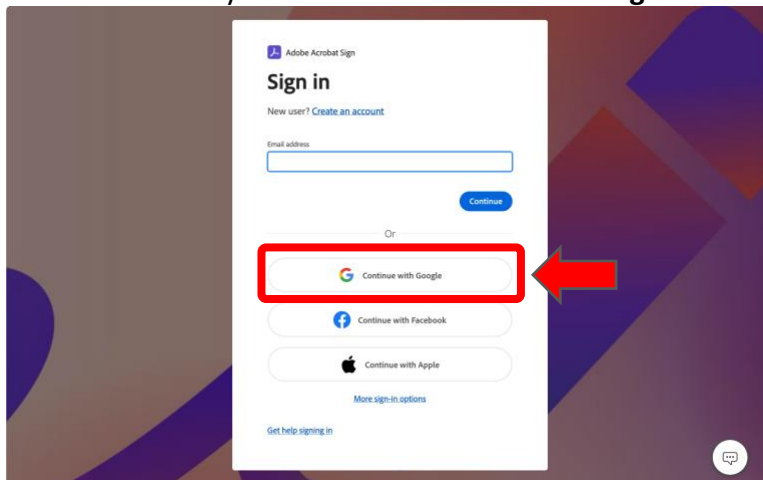
See [Confidential Employees: Human Resources Program Guidelines](#) for more information.

## 4. Fill Out the Final Form

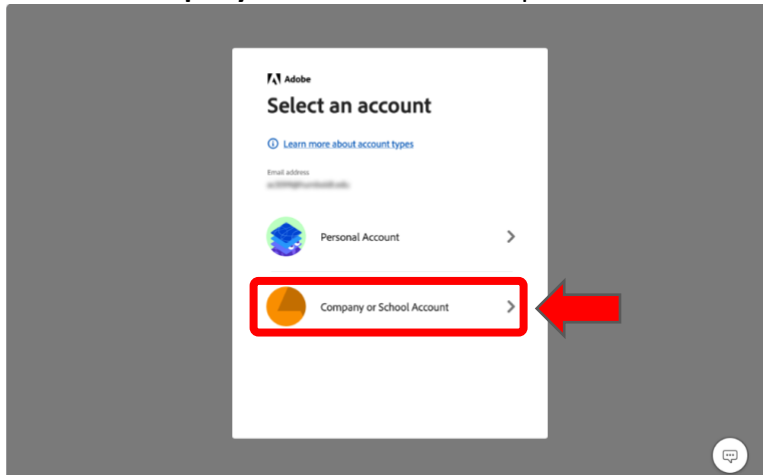
1. Click the [link](#) to the appropriate evaluation form from **Employee Evaluations Workflows** in [Human Resources Evaluations page](#)



2. A new **Adobe Sign window** will open where you may be prompted to log in if you haven't logged in before. If you have logged in to Adobe Sign before that day, you will be directed the form immediately. Click the **Continue with Google** button.



3. Click the **Company or School Account** option.



- The **Adobe Sign workflow** will open. Fill out the required **Appropriate Administrator email** (this might also be you too) and **employee email** fields formatted as specified.

HR Permanent Employee Evaluation - Units 2, 5, 7, 9 Workflow

How this workflow works?

- Type your email in the Rater field using the abc123@humboldt.edu format.
- Type the Appropriate Administrator's email in the Appropriate Administrator field using the abc123@humboldt.edu format.

Recipients

Rater\*

Myself

Appropriate Administrator - use abc123@humboldt.edu format\*

Enter Appropriate Administrator - use abc123@humboldt.edu format email

Employee - use abc123@humboldt.edu format\*

Enter Employee - use abc123@humboldt.edu format email

hrcompliance@humboldt.edu

CC | Hide

Cc

hr@humboldt.edu

Document Name\*

HR Permanent Employee Evaluation - Units 2, 5, 7, 9

- Scroll down the form and click the **Send** button.

Files

HR Permanent Employee Evaluation CSUEU - Units 2, 5, 7, 9

HR Permanent Employee Evaluation CSUEU - Units 2, 5, 7, 9 - 5-2026

Attachment Add File

Send

- The actual **Employee Evaluation form** will open. Copy the information in the downloaded or dashboard Employee Supervisor Report to the form's top row matching the columns. *Note that the highlighted headings do not appear in the downloaded file.*

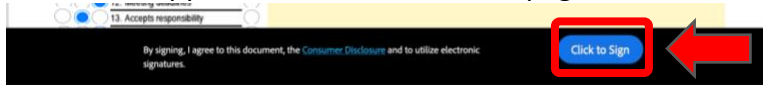
Report of Performance for Permanent Support Staff Employee

Return to Human Resources before 5 / 31 / 26

From: 5/1/25 to 4/30/26

Employee Full Name	Position	Division/Department	Date of Appointment
Daniel Adams	CUSTODIAN	FAC MGT - CUSTODIAL	07-01-2002

7. Complete the rest of the form. Once all the required fields are complete, the **Click to Sign** button will appear at the bottom of the page. Click it to continue.



8. The form will be routed to the next person in the workflow. *Note that this may be yourself if you are the Rater and the Appropriate Administrator.*

If you have any questions, please contact Human Resources at [hrcompliance@humboldt.edu](mailto:hrcompliance@humboldt.edu).