



Annual Performance Evaluation FAQ's

How do I know the status of the evaluation?

To verify the status of an evaluation, use the task panel.

I am unable to modify my employee's essential functions. What can I do?

If the employee's essential functions have been submitted, they can no longer be modified. In this case, email humanresources@uttyler.edu to restart the evaluation. Or, you may always add a comment under the essential function and/or attach a document to the evaluation.

I am needing to download a copy of the evaluation. How do I do that?

On the top right corner of the evaluation, there is a link called Export. Using this link, you will be able to download a word version of the evaluation.

What is the process to change the "Reports To" in order for the evaluation to route to a different supervisor?

Submit an e-mail to humanresources@uttyler.edu and specify if the change is temporary for the purpose of the evaluation or a permanent organizational structure change.

The employee currently does not have an immediate supervisor on record. What happens to the employee's evaluation?

HR runs reports looking for these changes and contacts the department to verify who will be evaluating the employee.

What happens if an employee is out on leave during the evaluation cycle?

If an employee is out on FMLA, contact HR at humanresources@uttyler.edu for further assistance.

Does the manager have to wait for the employee to return from leave in order to process the evaluation?

Yes, the manager must wait for the employee to return from their leave of absence in order to conduct the evaluation. Contact humanresources@uttyler.edu for further assistance.

What happens if the evaluating manager is out on leave?

The evaluation may temporarily be assigned to the next level manager. Submit your request to humanresources@uttyler.edu.

What is the process to initiate evaluations for new hires?

HR will be creating the evaluation at date of hire. HR will then notify the manager when the evaluation is due a month before the probationary period ends.

What happens to the evaluation of an employee who no longer works for the University?

HR will cancel the evaluation when the employee no longer has an active appointment. If an evaluation of an employee who has separated from the University is showing as part of your list, please email humanresources@uttyler.edu to delete the evaluation.