

# Instructions for Completing the SUOAF Evaluation Form

## Notes For Supervisors:

The evaluation period is 1/1/2024 through 12/31/2024. If the evaluatee starts in the middle of the year, then the evaluation period is the start date through 12/31/2024. Employees who started on or after Oct. 1, 2024 are not evaluated in this cycle.

Some of you may want to start the evaluation process with a draft. A blank copy of the SUOAF Evaluation form is available on the HR website under "Forms & Procedures/Adobe Sign Forms". It allows you to make changes after your discussion with the evaluatee. Once finalized, you can copy the content to the Adobe Sign form sent to you through email.

After you fill out the form, sign it and it will automatically go to the "1<sup>st</sup> level of management" for signature. If you happen to be both the supervisor and the "1<sup>st</sup> level of management", you need to sign the form twice.

Once the "1<sup>st</sup> level of management" signs it, it goes back to the supervisor. At this point, the supervisor can choose to download/print a copy of the form and discuss with the evaluatee. After the discussion, the supervisor can follow the "review and approve" prompts and send the form to the evaluatee for signature.

If the supervisor wants to revise the evaluation after the discussion, he/she has to request HR to start a new form, as signed forms can't be changed.

You are asked to provide recommendation for renewal and/or continuing appointment on the form. Please note these recommendations are not binding. Once the employee is up for renewal/continuing appointment, HR will contact the area VP for recommendations again.

## Notes for Evaluatees:

If you don't agree with the content of the evaluation, you still have to sign it. However, you can provide written comments within 10 days of the receipt of the evaluation. The evaluation form in Adobe Sign is not designed to allow you to enter written comments directly. You need to provide them through other means such as email.