



SUBJECT: Personnel

PROCEDURE: 403.6.1

EFFECTIVE: July 2016

REVISED:

REVIEWED:

To assist supervisors in conducting performance evaluations, a Performance Management Guide and approved evaluation forms may be found at: <http://www.gfcmsu.edu/hr/performance.html>

After the annual performance evaluation or probationary evaluation (classified employees only) is completed, the form will be signed by the supervisor and employee and submitted to Human Resources. The original will be filed in the employee's personnel file with a copy provided by Human Resources for the employee and immediate supervisor for their records.