

2024 Performance Management FAQ's

Does HR review and audit appraisals?

No. Human Resources does not review or audit individual appraisals. The process and conversations are between the employee and their manager.

What is the non-union performance review period?

The non-union review period is Jan. 1, 2024 – Dec. 31, 2024

What is the OPE performance review period?

The OPE review period is March 1, 2024 – Feb. 28, 2025

Will my manager's manager review my appraisal?

Yes. Your manager will review your appraisal with their respective manager before they meet with you. The manager's manager cannot make edits to the appraisal.

If I have a complaint against my manager, should I include it in my self-appraisal?

Any complaints should NOT be included in your self-appraisal. Complaints should be handled through the appropriate channels with Employee Relations.

What if I switched jobs mid-year? Which manager will give me my review?

Your current manager as of Jan. 6, 2025 (or March 10, 2025 for OPE members) will give you your review. If you transferred into the current position after Oct. 1, 2024, you will still complete the entire self-appraisal form. Your current manager may choose to consult with your previous manager to complete your appraisal.

Will I be able to review and print my appraisal after the appraisal period is closed?

Yes. Refer to the [How to Review a Previous Evaluation job aid](#) for guidance.

What if an employee was hired after Oct. 1, 2024?

All OPE and non-union staff will be sent an evaluation regardless of hire date. Employees hired after Oct. 1, 2024 should enter N/A for the Accomplishments and Professional Strengths sections of the template and then enter their goals for 2025. OPE members on probation will receive an evaluation.

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Can I attach supporting documents to my self-appraisal or to my direct report's self-appraisal?

Yes. You can attach supporting documents to your self-appraisal or your direct report's self-appraisal. *You may not complete the appraisal in another form and attach it.* You must complete your self-appraisal in the Workday template. Documents may be attached in the self-appraisal portion of the review process and by the manager. NOTE: This is an optional feature and is not required.

What if I am on leave during the performance management period?

When the performance review process launches, all non-union staff will receive a notification, including staff who are on leave. If a staff member is still on leave at the end of the review period, their evaluation will be canceled. If the staff member returns during the review period, they will have two weeks to complete their self-evaluation. Questions regarding leaves should be sent to leaves@usfca.edu.

Can I review my 2023 appraisal?

Yes. Refer to the [How to Review a Previous Evaluation job aid](#) for guidance.

Will there be an Annual Increase?

No determination has been made regarding increases. Eligibility to receive an Annual Increase requires that you complete the performance appraisal process for yourself and (if applicable) for your direct reports. This means completing your self-appraisal and reviews for your direct reports, ensuring that they have finished the entire review cycle and that you've completed your 1:1 meeting with them. There will be no exceptions to this policy.