

MANAGEMENT PERSONNEL PLAN (MPP) **PERFORMANCE EVALUATION PROCESS**

Regular performance feedback provides an opportunity to demonstrate how individual effort contributes to the accomplishment of organizational goals and objectives. It also provides a framework for professional development and recognition of the quality and quantity of contributions during the evaluation period.

Employee & Labor Relations (ELR) is available to assist administrators with any questions regarding the MPP Performance Evaluation Process. We are here to help, so please feel free to reach out to our office at 278-6169 or elr@csus.edu.

Frequency of Evaluation

According to Title 5 ([§42722](#)) of the California Code of Regulations, MPP employees shall be evaluated according to the following schedule:

- After their initial sixth (6th) month in the position, **then**
- After their 12th month in the position, **then**
- Annually during the annual performance evaluation cycle, September 1st thru August 31st
- Annual MPP performance evaluations are due August 31st

Evaluation Process

The following are the general steps in conducting MPP performance evaluations:

1. Solicit input from your MPP direct report
2. Consider the input provided by the MPP and prepare a “draft” performance evaluation
3. Discuss the “draft” performance evaluation with the next higher level of management (as applicable) and make changes as necessary
4. Schedule a time to meet with the MPP to discuss the evaluation
 - a. If applicable, make any edits to the evaluation based on feedback received by the MPP
5. Finalize the MPP evaluation and submit it to [Acrobat Sign for signatures](#) [Employee, Evaluator, Immediate Manager (if any), and Provost/Vice President/President]
6. Once all signatures have been obtained, the Acrobat Sign system will automatically route the completed evaluation to ELR for review/processing.
7. If there are no issues with the MPP evaluation, you will receive a notification email from Acrobat Sign that the evaluation has been processed; this notification email will include a link to the completed/signed MPP evaluation.
8. ELR will forward the completed/signed MPP evaluation to Employment Services for placement in the MPP’s official personnel file.