

From: SR VP HUMAN RESOURCES <svphr@hr.rutgers.edu>
Sent: Friday, March 29, 2024 10:18 AM
Subject: Performance Evaluations for Eligible Aligned Rutgers Staff

Performance Evaluations for Eligible Aligned Staff

End-of-year Evaluation for FY '24 begins April 1, 2024

In accordance with applicable [collective negotiations agreements](#), supervisors are responsible for providing a formal performance evaluation to eligible employees on an annual basis. This process allows supervisors and managers to engage in a thoughtful dialogue with employees about their performance and accomplishments in the previous year, and to define goals and objectives for the upcoming performance cycle.

The evaluation period for the following Collective Negotiations Units runs from May 1, 2023 through April 30, 2024:

- AAUP-AFT/EOF
- Rutgers Emergency Services Association, IAFF Local 5082
- URA-AFT, Local 1766

As a reminder, the evaluations for the Collective Negotiations Units listed above are due April 30, 2024. Other units have performance evaluations due in July, November, or on their anniversary month, etc. Please refer to the [Aligned Staff Performance Review Table](#) which provides an overview of the varying evaluation due dates and the appropriate appraisal form to use for aligned staff, especially for departments who may have staff who belong to varying unions.

Performance Appraisal Forms:

- Performance appraisal forms can be accessed from the UHR Forms webpage, under [Performance Appraisal Forms](#) or from the applicable collective negotiations agreements as indicated on the Rutgers [Aligned Staff Performance Review Table](#).
- Completed performance evaluations must be provided to the appraised employee by the applicable due date and must be signed by the appraised employee and multiple levels of supervisors as required. Please retain copies of the performance appraisal for your records.

Performance Management Tools and Resources:

- Self-study programs regarding performance management for aligned employees are available via the [Course Registration System](#).
- Supervisors may also access [Performance Management webpages](#) for information, tools, and resources.

For questions regarding the performance evaluation process, please contact [OneSource Rutgers Faculty and Staff Service Center](#).

Sincerely,

Vivian Fernández
Senior Vice President for Human Resources