

MSU Staff and Staff Supervisors:

Two work groups have been appointed by President Morgan to assist in drafting a new one- to two-page paper performance assessment instrument to replace the existing online staff performance system on PeopleAdmin.

One work group, led by Russ Mast, will focus on drafting the performance assessment instrument for employees who hold staff positions with an EEO classification of “Administrative” or “Professional.” The second work group, led by Beth Patrick, will focus on drafting the performance assessment instrument for employees who hold staff positions with an EEO classification of “Clerical/Office,” “Technical,” “Skilled” and “Service/Maint.”

These workgroups have been tasked to complete their work by the end of February. The new paper-based system will be implemented in March with all staff supervisors using the new forms to complete annual performance assessments for the period January 2017 through March 2018. In following years, the assessments will be conducted annually for the 12-month period of April 1 through March 31.

Supervisors may continue to access prior year performance appraisals on PeopleAdmin through the end of February. After that period, access to those records will be limited to staff in Human Resources.

Jay Morgan
President