# FAQs
## Officers of Administration Performance Evaluation

1. ***Where do I find out about conducting OA performance evaluation?***
   You can find information about OA performance evaluations on the HR website.

2. ***Do I need to use the OA Performance Evaluation forms found on the HR website?***
   It is preferable to use one of forms available on the HR website. If your unit would benefit from revising one of the forms to better meet unit needs, please consult with HR about the changes you would like to make.

3. ***Can I use input from colleagues in my employee's performance evaluation?***
   Yes. A Third-party Input form is available to solicit input from colleagues, customers, and/or subordinates about the OA's performance. *It is important to note that third-party input cannot be added to an OA's permanent file unless the name of the person providing the input is furnished, or the OA waives their right to review the information.*

4. ***How often should OA performance evaluations be conducted?***
   OA's should have a performance evaluation completed annually by their supervisor.

5. ***Are there specific dates when OA evaluations must be completed?***
   While it is expected that evaluations will be conducted annually, supervisors have some flexibility about the date of evaluation. The timing of the evaluation is not specifically tied to an OA's hire date. Some units schedule evaluations during times of the year (such as summer) when fewer students are present and workload may be lighter.

6. ***Must the evaluations be in writing?***
   Yes, all performance evaluations should be in writing.

7. ***Does there need to be an in-person meeting associated with the performance evaluation?***
   Yes, supervisors should make every effort to meet in person with the employee who is being evaluated. A two-way conversation about performance is a critical component of the feedback process. If there are impediments to a face-to-face meeting, HR can work to identify options.

8. ***Once completed, where are the evaluations retained?***
   The department holds the original copy of the performance evaluation in the OA's personnel file.

9. ***Who has access to OA performance evaluations once filed?***
   The following parties may inspect an employee's departmental file:
   - the employee
   - the employee's supervisor or potential supervisor
   - an employee's official representative with the employee's signed authorization
   - Human Resources staff
   - a representative of the Employment Relations Board with a subpoena or signed authorization
   - a legally authorized law enforcement agency.

   An investigatory office from the Bureau of Labor and Industry, Civil Rights Division, Department of Justice, or Equal Employment Opportunity Commission may inspect a record that is pertinent to an official investigation.

   Prior to releasing the information in an OA's personnel file, the appropriate office personnel must review the contents of the file to ensure that the contents are free from information about other employees or information that should not be in the personnel file.

10. ***What can an OA do if he/she does not agree with the evaluation or if they want to include their own comments (positive or negative) in the evaluation?***
    An OA may use the [OA Performance Evaluation Employee Comment Form](#) to add to, rebut, correct, amplify or explain any content in their evaluation. This form should be attached to the performance evaluation and kept in the OA's personnel file.

11. ***Does the evaluation need to be signed?***
    Yes. In order for a performance evaluation to be considered complete, it needs the signature of both the supervisor and the employee. The employee's signature indicates only that the employee has reviewed the evaluation. It does not reflect agreement with the contents.

12. ***Does the position description get updated when the evaluation is conducted?***
    It is a best practice to review the employee's position description at the time of a performance evaluation to ensure that it is accurate and up-to-date. Any necessary updates can be made at that time.