

Name Redacted

From: hrtraining@shsu.edu
Sent: Monday, March 26, 2018 8:01 AM
To: Name Redacted
Subject: Notice to Supervisors: Annual Performance Appraisal process for staff employees begins April 1



Dear Name Redacted,

As a reminder, the Annual Performance Appraisal process for staff employees begins April 1st using the Talent Management system.

Look for the Annual Performance Appraisal link via My Sam starting April 1st. **Please notify your employees that they may start inputting their self-evaluation (if you require them to complete one) beginning on April 1st, and must complete it no later than April 8.**

Navigation:

My Sam→Employees tab→Human Resources channel→Annual Performance Appraisal

Tutorials are available on the [Human Resources website](#) to help guide supervisors and employees through the Annual Performance Appraisal process. The final due date to complete all steps of the performance appraisal is April 30, 2018.

Completion of the Annual Performance Appraisal is required for employees hired March 1, 2018 or before. Employees hired after March 1st are evaluated after six months of university service.

Please note: If merit is approved for 2018, completion of the Annual Performance Appraisal will impact eligibility.

Please call us if you need assistance. Thank you for your support of the Annual Performance Appraisal process.

[SHSU Human Resources](#)

(936) 294-1070

Sam Houston State University

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CSOD SYSTEM ID: 771799