



## Annual Staff and MPP Performance Evaluations

As employees of CSUSM, we each serve an important role in furthering the mission and vision of the university. One of the ways in which we can align our work with the mission of the university is through a collaborative, ongoing process of performance management whereby managers and employees plan for, monitor, and review objectives and goals set for the employee's success. Annual performance reviews are a key component of this process.

The annual review period for non-probationary represented staff employees is April 1, 2025 through March 31, 2026. The completed evaluations, with accompanying Performance Development or Improvement Plan as applicable, should be submitted to the Office of Human Resources no later than June 5, 2026.

The annual review period for MPP employees is May 1, 2025 through April 30, 2026. The completed evaluations, submitted via MPP evaluation form or brief narrative, should be sent to the Office of Human Resources no later than June 26, 2026.

As a reminder, each employee evaluation should include either a professional development plan or a performance improvement plan.

We have included links below to better assist you:

- [Electronic performance evaluation signature and submission instructions](#)
- [Performance evaluation schedule](#)
- [Performance evaluation forms](#)

Don't hesitate to reach out to Human Resources ([hr@csusm.edu](mailto:hr@csusm.edu)) or Pablo Chavez ([pchavez@csusm.edu](mailto:pchavez@csusm.edu)) with any questions.