

# Unit 8 (SUPA) Evaluation (Evaluator Guide)

This guide is designed to assist evaluators in the process of completing and submitting performance evaluations for Unit 6 (Teamsters) employees using the Quali Build platform. Follow these steps to ensure a smooth evaluation process.

A sergeant or the immediate supervisor may draft and sign the performance evaluation as the evaluator. A sworn MPP (employee in the Management Personnel Plan) shall review the performance evaluation as the approving authority prior to the performance evaluation being presented to the employee.

At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the performance evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation.

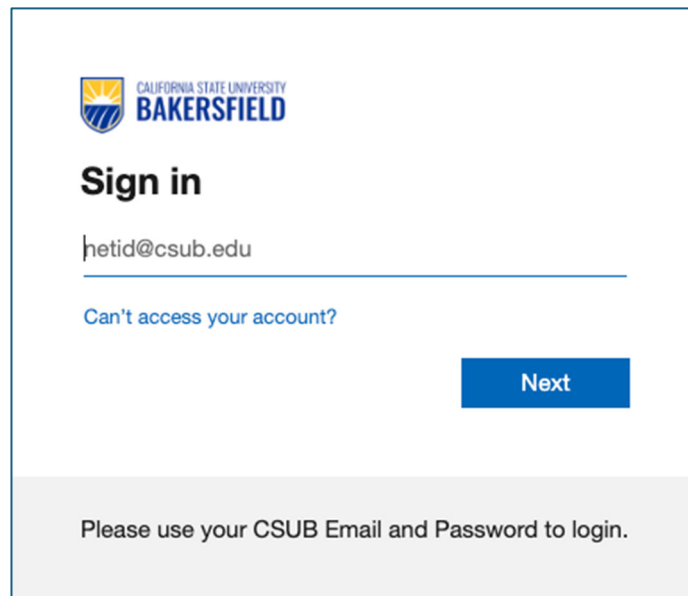
## Step 1: Accessing the Evaluation

- Click on the link below to access the Unit 8 (SUPA) Evaluation form.

Link to form: (<https://csub.kualibuild.com/app/6969b8c79c2847028b00f7fb/run>)

## Step 2: Logging In

- You will be directed to a secure login page. Enter your CSUB Credentials (Email and Password).



The screenshot shows a login interface for California State University Bakersfield. At the top left is the university logo. Below it, the text "Sign in" is displayed. Underneath is an email input field with the text "hetid@csub.edu". To the right of the input field is a blue button labeled "Next". Below the input field is a link that says "Can't access your account?". At the bottom of the page, there is a grey footer area with the text "Please use your CSUB Email and Password to login."

## Step 3: Drafting the Evaluation

- Once logged in, you will be able to see the performance evaluation form. Take your time to thoroughly complete the evaluation.

- Begin drafting the evaluation by filling out the required fields and providing your assessment of the employee's performance.
- If you cannot complete the evaluation in one sitting, you can click "Save" and return to the evaluation later.
  - You can access your draft at any time by clicking the following link:  
Link to drafts (<https://csub.kualibuild.com/build/my/drafts>)
- A sworn MPP (employee in the Management Personnel Plan) shall review the performance evaluation as the approving authority prior to the performance evaluation being presented to the employee. You can meet with the appropriate MPP and review the evaluation draft using the "Link to drafts" above.
- Click "Submit" once completed. The form will be sent to the employee for review, and you are ready to schedule your meeting with the employee.

#### Step 4: Meet with the Employee

- Schedule a meeting with the employee to discuss the evaluation after it's been submitted. This is an opportunity for open dialogue about performance and expectations.
- During the meeting with the employee:
  - Present the submitted evaluation ([from your Kuali Build submissions](#)) and discuss each point with the employee.
  - Address any concerns or questions the employee may have.
  - As the meeting concludes, inquire if the employee wishes to submit a rebuttal (a formal response to the evaluation).
    - If they choose to submit a rebuttal, instruct them to send it electronically in a document format (.docx or .pdf) to your email. The employee should not sign the evaluation until the rebuttal is attached to the evaluation form.
    - If the employee chooses to sign the evaluation and does not intend to submit a rebuttal, they can sign and "Submit" the finalized evaluation form.

#### Step 5: Attaching an Employee Rebuttal (If Applicable)

- If an employee disagrees with the performance evaluation, the employee may submit a rebuttal statement within a maximum of thirty (30) days of receipt of the evaluation. The rebuttal statement shall be attached to the performance evaluation in the employee's personnel file.
- Within a maximum of twenty-one (21) days of receipt of the rebuttal statement, the Chief of Police shall review the performance evaluation and rebuttal statement.

1. If this review results in revisions to the performance evaluation, the employee shall be provided with a copy of the revised performance evaluation for signature and inclusion in the employee's personnel file. The original performance evaluation and rebuttal statement shall be removed from the employee's personnel file.
  2. If the review does not result in revisions to the performance evaluation, the Chief of Police shall inform the employee in writing and include this notification in the employee's personnel file.
- The employee should utilize the "Send Back" function to return the evaluation form. They should then provide the rebuttal in a separate electronic document, and you can then attach the rebuttal under "Evaluator Attachments" and press "Submit" again if no further discussion is needed.
  - If necessary, schedule a follow-up meeting to discuss the rebuttal further. If you determine that the employee's rebuttal warrants any changes to the ratings or narrative in the evaluation, you can edit the evaluation, re-submit, and meet again with the employee to discuss the revised evaluation.
  - If an evaluation has been "sent back", you will receive an email titled "An item has been sent back to you (####)" which will be sent to your CSUB email address.
    1. Click on the "View Item" button at the bottom of the email. You will see the performance evaluation.
    2. Attach the rebuttal in "Evaluator Attachments" section of the form.
    3. Once attached, click "Submit" to route the form to the employee for acknowledgment.

**Evaluator Attachments**

Supporting documents, rebuttals, etc.

Select a File

**Contact Information:**

If you have any questions about the evaluation process, please contact CSUB Human Resources at [hr@csub.edu](mailto:hr@csub.edu) or (661) 654-2266.