

SUBMITTING THE PERFORMANCE APPRAISAL FORM FOR ADMIN EMPLOYEES

- a. When completed, save all **Performance Appraisals** for your Admin employees in a folder on your device. Then, submit the contents of this folder to the **Human Resources and Organizational Effectiveness (HROE) Division**, by uploading the files to the [2022 Admin Performance Review Submissions folder](#).
- b. Your **Performance Appraisal Files** that you will submit to HROE must be named as follows:

“FACULTY/DIVISION-EmployeeFirstName-EmployeeLastName-PA-2022”

For example: **“FAST-Sara-Vita-PA-2022”** or **“ACFO-Vishnu-Carthach-PA-2022”**

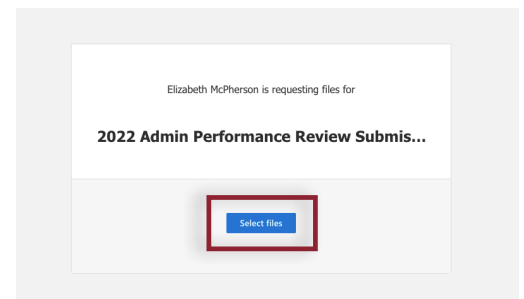
For your **FACULTY/DIVISION**, please follow this naming convention:

Faculty/Division	Naming Convention
Academic (excluding the Faculties)	ACD
Administration & CFO	ACFO
Digital Innovation	DI
External Affairs & Professional Learning	EAPL
Human Resources & Organizational Effectiveness	HROE
Faculty of Applied Sciences and Technology	FAST
Faculty of Business	FOB
Faculty of Health Sciences and Wellness	FHSW
Faculty of Liberal Arts & Sciences and Innovative Learning	FLASIL
Faculty of Media and Creative Arts	FMCA
Faculty of Social and Community Services	FSCS
Office of the President and Board of Governors	OPBG
Students & Institutional Planning	SIP
University of Guelph-Humber	UGH

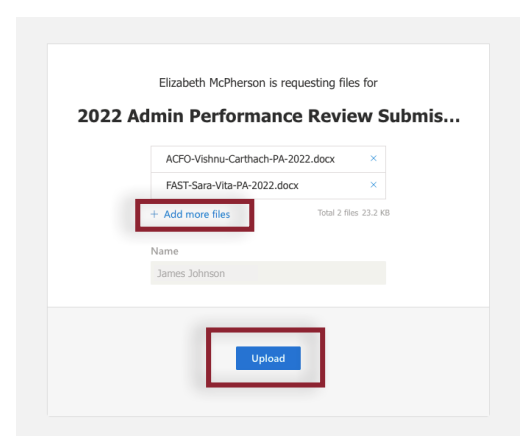
Note: Before submitting the files, ensure that you use the following naming conventions - use **All Caps** for “Faculty and Division”, **capitalize the first letter** of employees’ first and last names, use **All Caps** for “PA,” use **dashes to separate each word**, and **do not use spaces**.

To Submit documents:

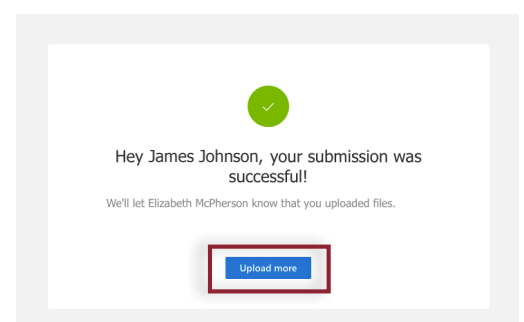
1. Click **“Select Files”** and select the file you would like to upload.



2. a) Click **“Add more files”** if you would like to submit additional files.
b) Click **“Upload”** to upload your files into the folder.



3. Once the Performance Appraisals are uploaded, you can either upload more files or close the browser window.



CONGRATULATIONS!

THANK YOU FOR SUBMITTING THE PERFORMANCE APPRAISAL FORM FOR YOUR ADMIN EMPLOYEES.