

- 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 [2023 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-2023”**  
For example: **“FAST-Sara-Vita-PA-2023”** or **“ACFO-Vishnu-Carthach-PA-2023”**

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

**Faculty/Division**

Academic (excluding the Faculties)  
Administration & CFO  
Digital Innovation  
External Affairs & Professional Learning  
Human Resources & Organizational Effectiveness  
Faculty of Applied Sciences and Technology  
Faculty of Business  
Faculty of Health Sciences and Wellness  
Faculty of Liberal Arts & Sciences and Innovative Learning  
Faculty of Media and Creative Arts  
Faculty of Social and Community Services  
Office of the President and Board of Governors  
Students & Institutional Planning  
University of Guelph-Humber

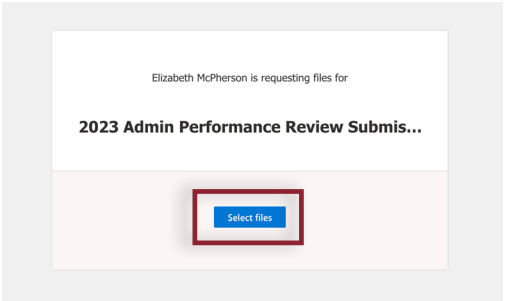
**Naming Convention**

ACD  
ACFO  
DI  
EAPL  
HROE  
FAST  
FOB  
FHSW  
FLASIL  
FMCA  
FSCS  
OPBG  
SIP  
UGH

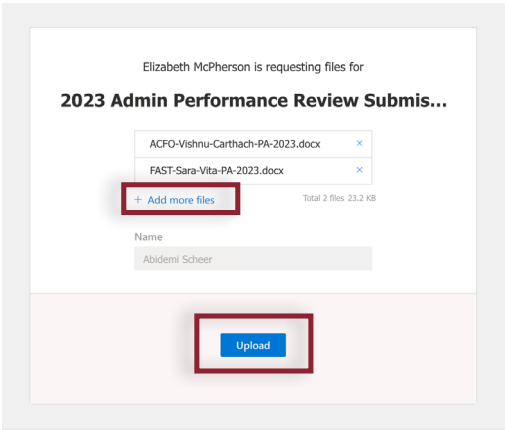
**Note:** Before submitting the files, ensure that you use the following naming conventions - use **All Caps** for “Faculty and Division”, **capitalize the first letter** of employees’ first and last names, use **All Caps** for “PA,” use **dashes to separate each word**, and **do not use spaces**.

**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.

