

Morgan State University

How to Begin Staff Performance Reviews

The following instructions are designed to assist managers and supervisors with initiating their 2025 staff performance reviews. Staff performance review forms can be found [here](https://www.morgan.edu/human-resources/supervisor-resources/performance-management). Or copy and paste the following URL into your web browser: <https://www.morgan.edu/human-resources/supervisor-resources/performance-management>

1. Identify the appropriate staff performance review form to use:

2025 Classified Review Form

- AFSCME employees
- Classified employees
- FOP staff
- Any full-time regular hourly employee

2025 Administrative Review Form

- Professional Administrative staff (salaried employees ineligible for overtime)
- Administrative faculty, including chairs, deans, and program directors

Faculty evaluations are completed within Interfolio. Contact your chair or dean with questions regarding faculty evaluations. Reviews for contractual employees are optional.

2. Select the appropriate [form](#) and designate the routing workflow as follows:

Supervisor	Enter your name and email address as the employee's supervisor.
Department Head (Chair/Director/Dean/VP) Optional view before employee signature	Enter the name of your department head ONLY if they will view the form PRIOR to the employee receiving a copy. If an individual is listed here, they MUST view the form before the evaluation will route to the employee for signature. Leave this field blank if no one else will review the form prior to submission. This field is optional.
Employee	Enter the name and email address of the employee being reviewed.
Department Head (Chair/Director/Dean/VP)	Enter the name and email address of the department head who will sign off on the review. If the supervisor and department head are the same, enter the supervisor's name and email address.
Additional Signature (optional)	Enter the name and email address of any additional signature you wish to obtain. This field is optional.
Additional CC (optional)	Enter the name and email address of a designee or proxy who should receive a copy. This field is optional.
Click Begin Signing to start the review. Proceed to enter the required information and performance ratings until complete. You must select Finish to submit the review. Electronic copies will be distributed to all parties automatically, once Finish has been selected. If you plan to conclude and Finish later, you MUST click the Finish drop-down menu in the upper right of the screen and select Finish Later to save your work.	

Workflow Overview

(blue = required; orange = optional)

