



Office of Human Resources

Southern University and A&M College
JS Clark Annex Building
Baton Rouge, LA 70813

Office: 225-771-2680

Email: HR@subr.edu

TO: Supervisors of Classified Employees
FROM: Office of Human Resources
DATE: November 26, 2024
RE: Transition Performance Evaluations

State Civil Service is moving to a new performance management tool, Continuous Performance Management (CPM). CPM will be implemented January 1, 2025. This new system will change the evaluation period for classified employees from fiscal year to calendar year.

As we move to this new system, all classified employees, excluding WAEs, must be given a transition evaluation no later than December 13, 2024 using the [Transition Planning and Evaluation Form](#). Classified employees appointed on or after November 1, 2024 must be rated "Not Evaluated" and during this transition period. "Not Evaluated" has the same effect as a transition period performance rating of "Successful." You may review [Chapter 18](#) of the Civil Service Rules for specifics on the Transition Period Evaluations.

The Office of Human Resources will host work sessions on December 3-5, 2024 to assist with the completion of these forms. It is mandatory that you attend one of these sessions. Click [here](#) to select a date and time to complete evaluations for your subordinates.

Training for the new CPM system is scheduled for January 15, 2024 and January 23, 2024 at 11:00 a.m. in the Event Center. The registration information will be sent out in January.