Instructions for Submitting Confidential Employees (C99) Evaluations

1. **Download the Adobe Sign enabled evaluation forms for [C99s](#)** from our **[Performance Evaluation](#)** webpage. *You must use these latest versions and discontinue use of all prior versions you may have saved.*

2. **Complete the performance evaluation draft in Adobe Acrobat Reader or Pro, leave the signature page fields blank**, and review with the employee.

3. Once the evaluation is finalized, using your CSUB NetID and password, **log in to upload evaluation here:**

   ➢ **Upload [C99 Evaluation](#)**

4. **Upload the finalized evaluation form (signature lines must be blank).**

5. Upload an optional attachment.

6. **In the "Recipients" section, enter the email addresses of the parties required to sign** (i.e. Employee, reviewer/evaluator, MPP Administrator (if applicable)

7. **In the "Fields" section, enter the first and last name of the employee being evaluated.**

8. The form will be routed to all parties for their review and signature**.**

9. **The form will AUTOMATICALLY be delivered to HR personnel for processing.** You do not need to send a copy to HR.

10. **Once HR finalizes the evaluation review, all parties who signed will receive a final copy of the evaluation**, and a copy of the evaluation will be placed in the employee's personnel file by HR.

Note: You can track the status of the submitted evaluation form using your AdobeSign account.

For questions:

Evaluations - please contact Lori Blodorn lblodorn@csub.edu or Bailey Freckleton bsmith44@csub.edu

AdobeSign or technical issues - please contact the [ITS Service Desk](#) helpdesk@csub.edu.