

# Unit 4 (APC) Evaluation (Evaluator Guide)

This guide is designed to assist evaluators in the process of completing and submitting performance evaluations for Unit 4 (APC) employees using the Quali Build platform. Follow these steps to ensure a smooth evaluation process.

The appropriate administrator shall inform the employee in writing that a performance evaluation shall take place prior to the commencement of the performance evaluation process.

Any evaluative procedure to be used in a department shall also be provided to an employee prior to the commencement of the performance evaluation process.

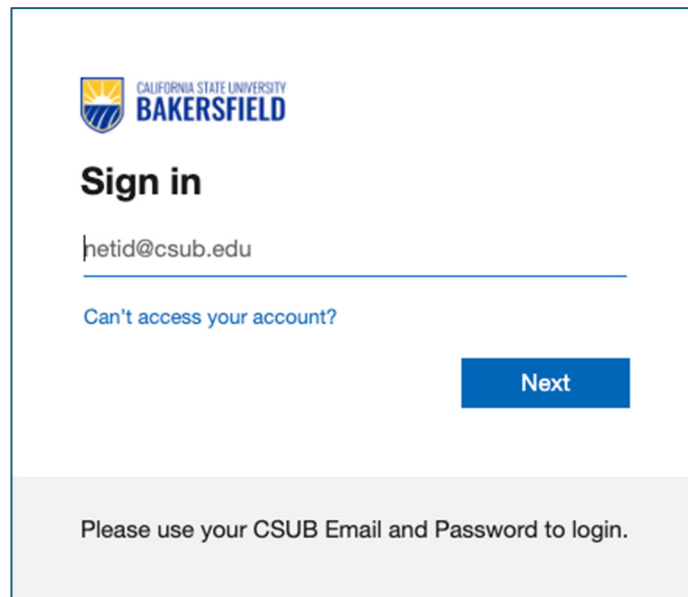
## Step 1: Accessing the Evaluation

- Click on the link below to access the Unit 4 (APC) Evaluation form.

Link to form: (<https://csub.kualibuild.com/app/6969b85584e521028a713a54/run>)

## Step 2: Logging In

- You will be directed to a secure login page. Enter your CSUB Credentials (Email and Password).



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

### Sign in

hetid@csub.edu

[Can't access your account?](#)

**Next**

Please use your CSUB Email and Password to login.

## Step 3: Drafting the Evaluation

- Once logged in, you will be able to see the performance evaluation form. Take your time to thoroughly complete the evaluation.
- Begin drafting the evaluation by filling out the required fields and providing your assessment of the employee's performance.
- If you cannot complete the evaluation in one sitting, you can click "Save" and return to the evaluation later.

- You can access your draft at any time by clicking the following link:  
Link to drafts (<https://csub.kualibuild.com/build/my/drafts>)
- Click "Submit" once completed. The form will be sent to the employee for review, and you are ready to schedule your meeting with the employee.

#### Step 4: Meet with the Employee

- Schedule a meeting with the employee to discuss the evaluation after it's been submitted. This is an opportunity for open dialogue about performance and expectations.
- Per the APC collective bargaining agreement, the employee shall have fourteen (14) days to review the draft evaluation, provide verbal feedback, and submit a rebuttal (if any) to the evaluator before the evaluation is finalized. An employee may request to discuss their evaluation with the evaluator within 14 days from the receipt of the draft evaluation if they choose to.

An employee may elect to submit any such rebuttal (accompanied by the draft evaluation it rebuts) to their personnel file. Any documents referenced in the draft evaluation which are not part of the employee's official personnel file at the time the draft is submitted to the employee shall be placed in the file at that time.

- During the meeting with the employee:
  - Present the submitted evaluation ([from your Quali Build submissions](#)) and discuss each point with the employee.
  - Address any concerns or questions the employee may have.
  - As the meeting concludes, inquire if the employee wishes to submit a rebuttal (a formal response to the evaluation).
    - If they choose to submit a rebuttal, instruct them to send it electronically in a document format (.docx or .pdf) to your email. The employee should not sign the evaluation until the rebuttal is attached to the evaluation form.
    - If the employee chooses to sign the evaluation and does not intend to submit a rebuttal, they can sign and "Submit" the finalized evaluation form.

#### Step 5: Attaching an Employee Rebuttal (If Applicable)

- An employee can add a rebuttal to the evaluation either during the meeting or afterward. Regardless of the timing, it is your responsibility to review and address the points raised in the rebuttal.
- The employee should utilize the "Send Back" function to return the evaluation form. They should then provide the rebuttal in a separate electronic document, and you can then

attach the rebuttal under "Evaluator Attachments" and press "Submit" again if no further discussion is needed.

- If necessary, schedule a follow-up meeting to discuss the rebuttal further. If you determine that the employee's rebuttal warrants any changes to the ratings or narrative in the evaluation, you can edit the evaluation, re-submit, and meet again with the employee to discuss the revised evaluation.
- If an evaluation has been "sent back", you will receive an email titled "An item has been sent back to you (####)" which will be sent to your CSUB email address.
  1. Click on the "View Item" button at the bottom of the email. You will see the performance evaluation.
  2. Attach the rebuttal in "Evaluator Attachments" section of the form.
  3. Once attached, click "Submit" to route the form to the employee for acknowledgment.

#### **Evaluator Attachments**

Supporting documents, rebuttals, etc.

Select a File

#### **Contact Information:**

If you have any questions about the evaluation process, please contact CSUB Human Resources at [hr@csub.edu](mailto:hr@csub.edu) or (661) 654-2266.