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# The Classified Staff performance cycle has started [1]

April 8, 2019 by Employee Services [2]

Now that you have reviewed university staff members, it's time to start the evaluations for your classified staff.

Take a look at important dates and deadlines:

- **April 1**: The performance cycle begins. Meet with your classified staff members throughout April and complete performance evaluations.
- **May 1**: All evaluations must be submitted to your campus HR office. Throughout May, meet with each classified staff to discuss goals for the year.
- **June 1**: Submit a copy of the front page of the employee's performance plan to your campus HR office.

Each campus has specific performance management documents and evaulation forms to be used when evaluating classified staff members. Review the process of your campus human resources website:

- Boulder [3]
- Denver/Anschutz [4]
- Colorado Springs [5]
- System [6]

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