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It's time to set goals for university staff, prepare for classified staff evaluations [1]

March 8, 2019 by Employee Services [2]

The performance cycle for university staff has ended and the classified staff performance cycle ends **March 31**.

Ensure you set goals for your university staff by the end of March and prepare for classified staff evaluations by reviewing important deadlines and learning resources below.

Mark your calendar for the following deadlines

April 1: The performance cycle begins and classified staff must be evaluated before April 30.

May 1: All evaluations must be turned into your campus human resources office. In May, meet with classified staff to discuss goals for the year. Not sure where to start? Use our goal setting resources [3].

June 1: Submit a copy of the performance plan's front page to your campus human resources office.

Note: Procedures differ by campus. Please reach out to the CU Boulder [4], CU Denver [5], UCCS [6] or System [7] human resources offices for campus-specific performance management information.

Prepare with performance management resources

To begin preparing for evaluations, use the Skillsoft and Lynda.com resources below.

Resources for Supervisors		Resources for employees	
Courses			
Skillsoft	**Lynda.com**	**Skillsoft**	**Lynda.com**
Reviewing and Rewarding Performance [8]	Performance Review Foundations [10]	Taking Action for Performing under Pressure [11]	Preparing for Your Review [12]
Performance Appraisal Essentials: Planning for Appraisals [9]			

Resources for Supervisors

Resources for employees

Videos

Skillsoft

Light The Fire: Leveraging Appraisals for Maximum Performance [13]

Managing Performance: Three Areas of Focus [14]

Skillsoft

Light The Fire: Leveraging Appraisals for Maximum Performance [13]

Lynda.com

Seeking feedback to shape your career [15]

Skillsoft Job Aids and SkillBriefs

Performance Monitoring Techniques [16]

Best Practices for Giving Feedback. Performance Management [17]

Performance Management [18]

Performance Appraisal Strategies [19]

Preparing for a Formal Appraisal [20]

How to Prepare for an Annual Performance Appraisal [21]

Skillsoft Books

Performance Management [22]

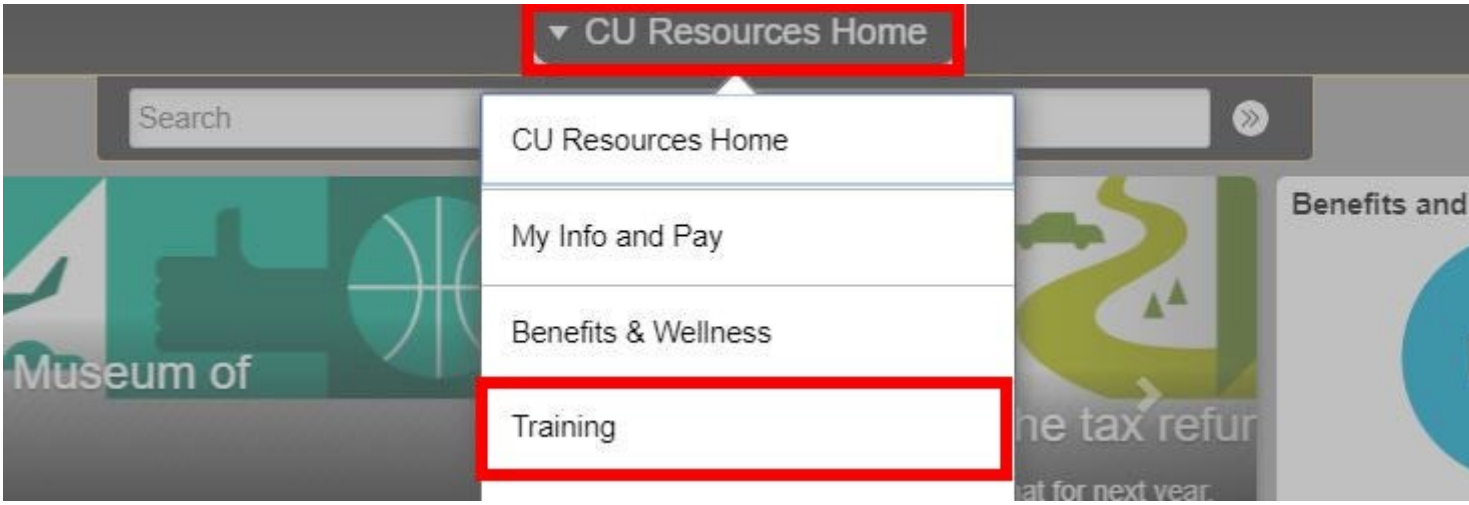
A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results [23]

How to Be Good at Performance Appraisals: Simple, Effective, Done Right [24]

Access the resources

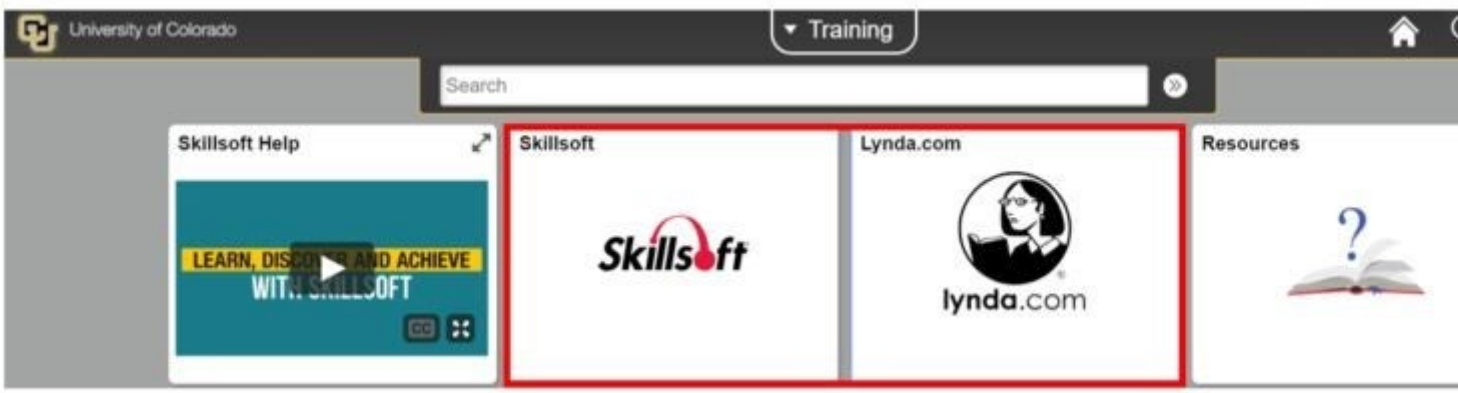
To access Skillsoft and Lynda.com, follow these steps:

1. Log into your campus portal [25].
2. Open the **CU Resources Home** dropdown menu and select **Training**.



[26]

3. Choose the **Skillsoft** or **Lynda.com** tile.



4. Once you click on a tile, the system you chose will open in a new tab or browser window. If you need assistance, please see the resources below.

Skillsoft help [27]

Lynda.com help [28]

Classified Staff [29]
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