

## **It's time to set goals for university staff, prepare for classified staff evaluations** <sup>[1]</sup>

March 8, 2019 by [Employee Services](#) <sup>[2]</sup>

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](#) <sup>[3]</sup>.

**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](#) <sup>[4]</sup>, [CU Denver](#) <sup>[5]</sup>, [UCCS](#) <sup>[6]</sup> or [System](#) <sup>[7]</sup> 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**

[Reviewing and Rewarding Performance](#) <sup>[8]</sup>

[Performance Appraisal Essentials: Planning for Appraisals](#) <sup>[9]</sup>

##### **Lynda.com**

[Performance Review Foundations](#) <sup>[10]</sup>

##### **Skillsoft**

[Taking Action for Performing under Pressure](#) <sup>[11]</sup>

##### **Lynda.com**

[Preparing for Your Review](#) <sup>[12]</sup>

Videos

**Skillssoft**

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

Managing Performance: Three Areas of Focus [14]

**Skillssoft**

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

**Lynda.com**

Seeking feedback to shape your career [15]

**Skillssoft 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]

**Skillssoft Books**

Performance Management [22]

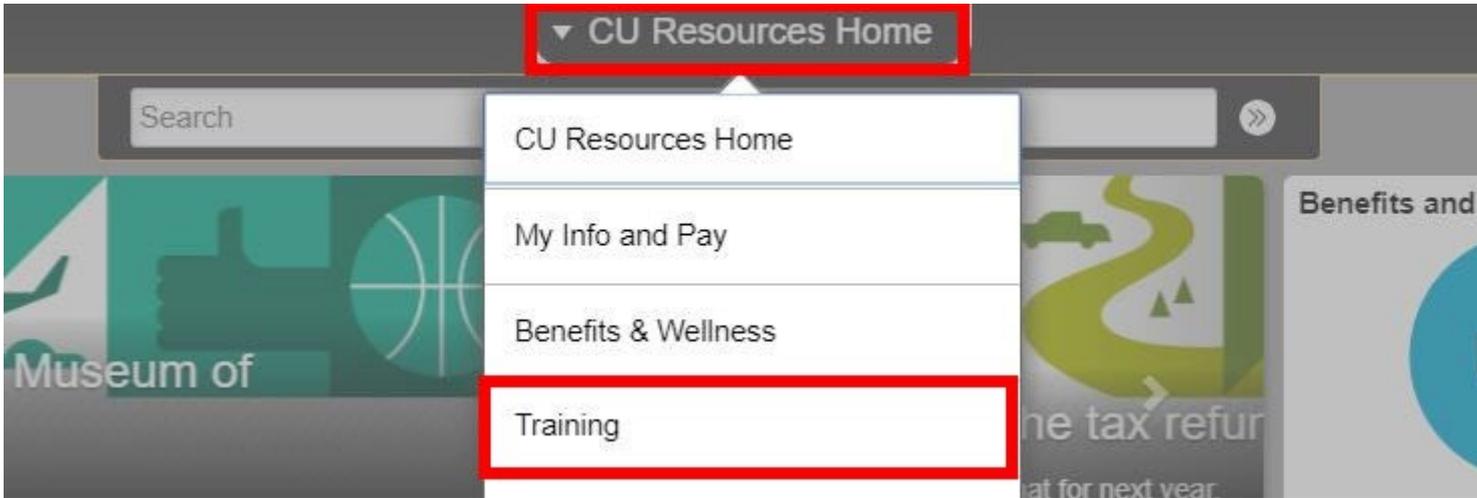
A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results [23]

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

**Access the resources**

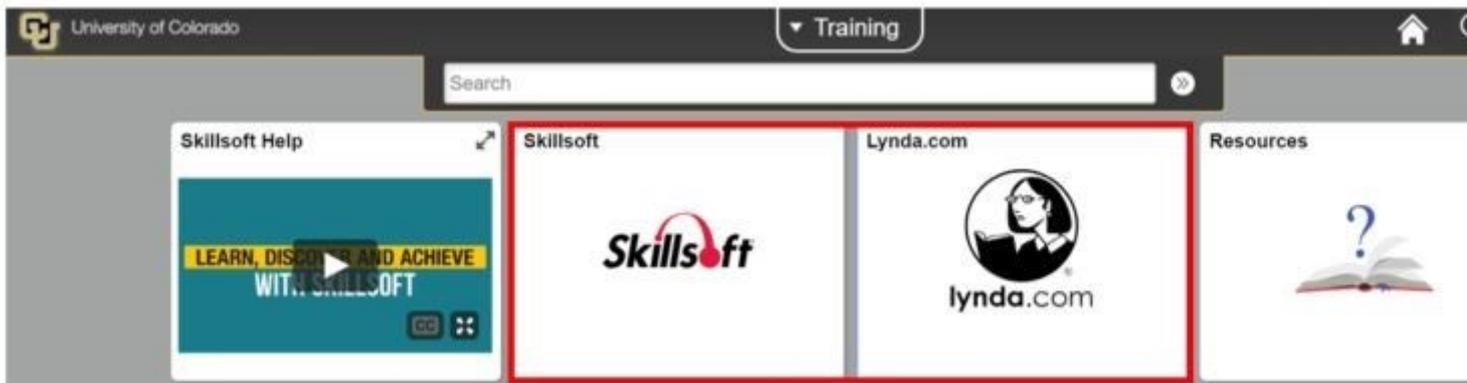
To access Skillssoft and Lynda.com, follow these steps:

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]

[performance cycle](#) [29], [performance management](#) [30], [performance review](#) [31], [Classified Staff](#) [32], [SkillSoft](#) [33], [Lynda.com](#) [34]

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