Published on *University of Colorado* (https://www.cu.edu)

Prepare for reviews and evaluations: Staff performance cycle ends Jan. 31 [1]

January 12, 2018 by Employee Services [2]

It's almost time to give performance reviews. The university staff performance cycle ended on Dec. 31 for CU Denver and CU Anschutz, and ends on Jan. 31 for CU System, UCCS and CU Boulder. All university staff should be reviewed in February and evaluations must be submitted to your campus Human Resources department by March 1.

Remember, merit increases still take effect on July 1, despite the earlier review period.

Upcoming deadlines for university and classified staff

Deadlines for university and classified staff are different. Review the timelines for each below.

University staff review cycle

- **March 1:** Your campus HR office must receive all performance evaluations. In March, all supervisors should set goals for the next review period with each employee.

Classified staff review cycle

- **April 1:** The performance cycle begins. All classified staff must be evaluated in April.
- **May 1:** All evaluations must be turned in to your campus HR office. In May, meet with each classified staff employee to discuss goals for the year.
- **June 1:** Submit a copy of the front page of the performance plan to your campus HR office.

Review procedures differ by campus, so please reach out to the Boulder [3], Denver [4], UCCS [5] or System [6] HR offices for your campus's performance management information.

Performance management resources for supervisors and employees

Resources to increase your (and your employees') performance management skills are available on Skillsoft and Lynda.com. Use the following guide to get started. [7]

Resources for Supervisors		Resources for employees	
Courses		**Courses**	
Skillsoft	Lynda.com	Skillsoft	Lynda.com

Resources for Supervisors	Resources for employees
Reviewing and Rewarding Performance [8]. Performance Appraisal Essentials: Planning for Appraisals [9].	Performance Review Foundations [10].
Videos	**Videos**
Skillsoft	Skillsoft
Light The Fire: Leveraging Appraisals for Maximum Performance [13]. Managing Performance: Three Areas of Focus [14].	Light The Fire: Leveraging Appraisals for Maximum Performance [13].
Books	**Job Aids and SkillBriefs**
Skillsoft	Skillsoft
Performance Management [16]. A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results [17]. How to Be Good at Performance Appraisals: Simple, Effective, Done Right [18].	Performance Appraisal Strategies [19]. Preparing for a Formal Performance Appraisal [20]. How to Prepare for an Annual Performance Appraisal [21].
Job Aids and SkillBriefs	
Skillsoft	
Performance Monitoring Techniques [22]. Best Practices for Giving Feedback. Performance Management [23]. Performance Management [24].	

Taking Action for Performing under Pressure [11].	Preparing for Your Review [12].
Lynda.com	
Seeking feedback to shape your career [15].	

Access resources

Follow these steps to access these resources on Skillsoft and Lynda.com:

1. Log into your campus portal [25] and click on the **NavBar.**
2. Select **CU Resources** and **Training.**
3. Choose **Start SkillSoft** or **Lynda.com.** The systems will open in separate tabs.
4. Click on the resource above you would like to use and follow the prompts.

Get started [25]

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