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

December 19, 2019 by Employee Services [2]

The university staff performance cycle ends on Jan. 31. 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 tak 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 human resoures office must receive all performance evaluations.
- **March 1-31:** 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 evalutions must be turned in to your campus human resources office.
- **May 1-31:** 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 questions regarding your campus's performance management process.

Performance management resources for supervisors and employees

Resources to increase you (and your employees') performance management skills are available on Skillsoft and LinkedIn Learning. Use the following guide to get started.

Resources for supervisors	Resources for employees
Courses	**Courses**

Skillsoft

Taking Action for Performing under Pressue [9]

LinkedIn Learning

Coaching Skills for Leaders and Managers [10]

Coaching and Developing Employees [11]

Reviewing and Rewarding Performance [7]

Performance Appraisal Essentials: Planning for Appraisals [8]

Videos

Light The Fire: Leveraging Appraisals for Maximum Performance [12]

Managing Performance: Three Areas of Focus [13]

Skillsoft Videos

Light The Fire: Leveraging Appraisal for Maximum Performance [12]

Skillsoft Books

Performance Management [14]

A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results [15]

How to Be Good at Performance Appraisal: Simple, Effective, Done Right [16]

Skillsoft Job Aids and SkillBriefs

Performance Monitoring Techniques [20]

Best Practices for Giving Feedback [21]

Performance Management [22]

Skillsoft Job Aids and SkillBriefs

Performance Appraisal Strategies [17]

Preparing for a Formal Performance Appraisal [18]

How to Prepare for an Annual Performance Appraisal [19]

Access resources

Follow these steps to access these resources on Skillsoft and LinkedIn Learning:

1. Log into your campus portal [23]
2. Click on the dropdown menu at the top of the page and select **Training**
3. Choose the **Skillsoft** or **LinkedIn Learning** tiles. The systems will open in seperate tabs.

Get started [24]

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