

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 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 human resources 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 evaluations 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

Courses

Resources for employees

Courses

Skillsoft

[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 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]

LinkedIn Learning

[Coaching Skills for
Leaders and Managers](#)
[10]

[Coaching and
Developing Employees](#)
[11]

Skillsoft Videos

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

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 separate tabs.

[Get started](#) [24]

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