

## **Review Classified Staff performance evaluations deadlines and resources** <sup>[1]</sup>

March 16, 2020 by [Employee Services](#) <sup>[2]</sup>

The performance review cycle is in full swing, meaning it's time to start setting goals and preparing to review employees' accomplishments and challenges.

The performance cycle classified staff ends **March 31**. 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 **June 30**.

**July 1:** All evaluations must be turned into your campus human resources (HR) office. In May, meet with classified staff to discuss goals for the year.

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

**Note:** Procedures differ by campus. Please reach out to the [CU Boulder](#) <sup>[3]</sup>, [CU Denver](#) <sup>[4]</sup>, [UCCS](#) <sup>[5]</sup> or [System](#) <sup>[6]</sup> HR offices for campus-specific performance management information.

### **Access resources in LinkedIn Learning**

By preparing for your appraisal meeting with your employees, you can ensure you both have a clear picture of their performance and goals and foster productive dialogue. Take a look at the new guide *Resources for Performance Improvement* <sup>[7]</sup> to see learning options available in LinkedIn Learning that you can take advantage of to address and improve your skills.

To log into LinkedIn Learning, [click here](#) <sup>[8]</sup>.

[Resources for employees](#)

[Resources for supervisors](#)

## Courses

Defining and Achieving Professional Goals [9]

?Giving and Receiving Feedback [10]

## Courses

Performance Management: Setting Goals and Managing Performance [11]

Improving Employee Performance [12]

## Learning path

Advance Your Skills as an Individual Contributor [13]: Lead as an individual contributor by developing the skills that make you an invaluable asset to your team and organization.

## Learning path

Become a manager [14]: As a manager, success is predicated by your ability to achieve goals with your team. The good news is that management is a skill that can be learned. This path is designed to provide you with key considerations, skills and competencies to help you become and succeed as a manager.

Classified Staff [15]

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