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](https://www.cu.edu), [CU Denver](https://www.cu.edu), [UCCS](https://www.cu.edu) or [System](https://www.cu.edu) 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* 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](https://www.cu.edu).

<table>
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<th>Resources for employees</th>
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Courses

Defining and Achieving Professional Goals [9]


Giving and Receiving Feedback [10]

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.

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.

performance cycle [15], Classified Staff [16]

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