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Reviews: Classified staff performance cycle ends March 31, set goals for university staff [1]

March 9, 2018 by Employee Services [2]

The performance cycle for university staff has ended, and the classified staff performance cycle ends March 31. Please ensure you set goals for your university staff by the end of March and prepare for classified staff evaluations by reviewing important deadlines and using the learning resources below.

Upcoming deadlines

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. 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.

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

Prepare with performance management resources

To begin preparing for evaluations, use the resources found in this guide [7] or in the chart below.

Resources for Supervisors		Resources for employees	
Courses		**Courses**	
Skillsoft	Lynda.com	Skillsoft	Lynda.com
Reviewing and Rewarding Performance [8].	Performance Review Foundations [10].	Taking Action for Performing under Pressure [11].	Preparing for Your Review [12].
Performance Appraisal Essentials: Planning for Appraisals [9].			
Videos		**Videos**	
Skillsoft		Skillsoft	Lynda.com

Resources for Supervisors	Resources for employees

Light The Fire: Leveraging Appraisals for Maximum Performance [13].

Managing Performance: Three Areas of Focus [14].

Books

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].

Job Aids and SkillBriefs

Skillsoft

Performance Monitoring Techniques [22].

Best Practices for Giving Feedback. Performance Management [23].

Performance Management [24].

Light The Fire: Leveraging Appraisals for Maximum Performance [13].

Seeking feedback to shape your career [15].

Job Aids and SkillBriefs

Skillsoft

Performance Appraisal Strategies [19].

Preparing for a Formal Performance Appraisal [20].

How to Prepare for an Annual Performance Appraisal [21].

Access Skillsoft and Lynda.com

Access Skillsoft

1. Log on to your campus portal (https://my.cu.edu [25])
2. Expand **Quick Links**
3. Select **Start Skillsoft**
4. Select **Library** from the top of the screen
5. Select your campus folder
6. Select a topic from **Categories**
7. Select a course and click **LAUNCH**

Get started [25]

Access Lynda.com

1. Log on to your campus portal [25].
2. Click the **NavBar**.

3. Select **CU Resources**.
4. Select **Training**.
5. Select **Lynda.com**. (Lynda.com will open in a separate window.)

Get started [25]

Classified Staff [26]

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