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Staff performance cycle ends Jan. 31. Prepare for reviews and evaluations with Skillsoft, Lynda.com resources [1]

January 14, 2019 by Employee Services [2]

It's almost time for performance reviews. The university staff performance cycle ended on Dec. 31 for CU Denver | Anschutz Medical Campus, and ends on Jan. 31 for CU System, UCCS and CU Boulder.

Despite the earlier review period, merit increases still take effect on July 1.

Upcoming deadlines for university and classified staff

Deadlines for university and classified staff can be found below.

University staff review cycle

- **February:** All university staff should be reviewed and have performance conversations with their supervisor.
- **March 1:** Your campus Human Resources office must receive all performance evaluations. In March, supervisors should set goals for the next review period with each of their employees.

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 HR 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.

Review procedures differ by campus, so please reach out to your campus HR for performance management information:

- CU Boulder [3]
- CU Denver | Anschutz Medical Campus [4]
- UCCS [5]
- CU System [6]

Performance management resources for supervisors and employees

Resources to increase your (and your employees') performance management skills are available on Skillsoft and Lynda.com.

Resources for supervisors

Resources for employees

Courses

Skillsoft

Reviewing and Rewarding Performance [7]

Performance Appraisal Essentials: Planning for Appraisals [8]

CU: Performance Management [9]

Lynda.com

Performance Review Foundations [10]

Skillsoft

Taking Action for Performing under Pressure [11]

Lynda.com

Preparing for Your Review [12]

Videos

Skillsoft

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

Managing Performance: Three Areas of Focus [14]

Skillsoft

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

Lynda.com

Seeking feedback to shape your career [15]

Skillsoft Job Aids and SkillBriefs

Performance Monitoring Techniques [16]

Best Practices for Giving Feedback. Performance Management [17]

Performance Management [18]

Performance Appraisal Strategies [19]

Preparing for a Formal Performance Appraisal [20]

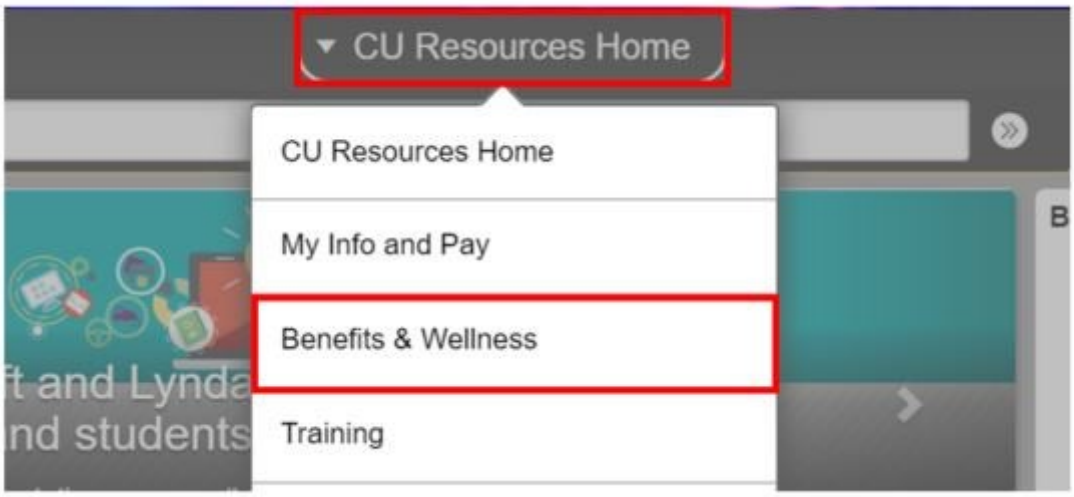
How to Prepare for an Annual Performance Appraisal [21]

Skillsoft Books

Resources for supervisors	Resources for employees
Performance Management [22] A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative and Deliver Results [23] How to Be Good at Performance Appraisals: Simple, Effective, Done Right [24]	

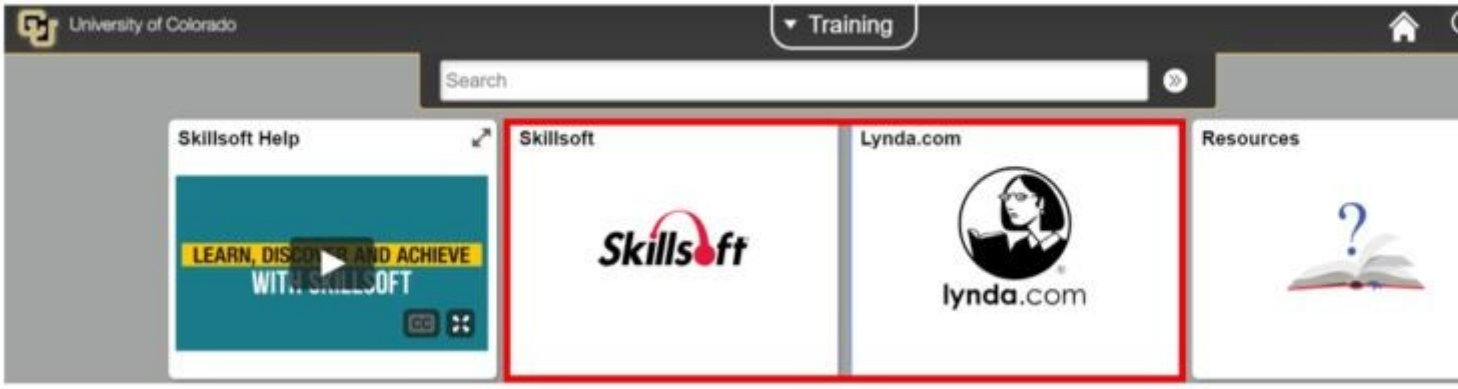
Access the resources

To access Skillsoft and Lynda.com, follow these steps:



[26]

3. Choose the **Skillsoft** or **Lynda.com** tile.



[27]

4. Once you click on a tile, the system you chose will open in a new tab or browser window. If you need assistance, please see the resources below.

Skillsoft help [28]

Lynda.com help [29]

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[15] https://www.lynda.com/Business-Skills-tutorials/Seeking-feedback-shape-your-career/149836/163940-4.html
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