System Administration Performance Reviews [1]

System Administration’s performance review cycle is designed to help employees meet their current responsibilities and support their professional growth.

Each year, CU System Office employees work with their supervisors to assess their overall work performance, set benchmarks for improvement and develop goals to enable their professional growth. Most departments use Cornerstone [2] to establish goals, track progress, collect peer feedback and record self-assessments and final evaluations.

University Staff Cycle

University Staff members are evaluated on an annual basis (per Regent Policy 11-C [3]).

For University Staff employees, the annual performance cycle will run from July 1 through June 30.

Performance Cycle
Base increase
*Subject to approval by the Board of Regents

UNIVERSITY STAFF
Key Milestones:

- **July 1** – The performance cycle begins.
- **July – August** – Supervisors must meet with each employee individually to conduct an evaluation of the previous year’s performance. The University Staff Rating Form [4] (for those not using Cornerstone [2]) must be submitted through the online form. Upon submission, the supervisor, employee and HR will receive a copy to be stored in their personnel file. HR will not collect the plan or any narrative evaluation regarding the rating.
- **August** – Supervisors and employees should work together to establish goals for the coming year.
- **Sept. 1** – The performance evaluations must be received by the System HR office. A supervisor’s failure to submit all employee evaluations by this date may be subject to discipline.
- **January** – Mid-cycle reviews should be conducted reviewing goal progress and performance.
  - Cornerstone users will have a formal mid-cycle review with 360 feedback from an employee’s peers.
- **June** – Employees should update their goal progress and prepare for the end of the performance cycle.
- **June** – The performance cycle ends.

**University Staff Resources and Forms**

Several tools are available to assist supervisors and university staff members in setting goals for the next review period. Below, you will find two options for goal setting and a self-evaluation form to aid in the performance discussion.

- **University Staff Plan and Evaluation form** [5]: This form can be used to set and track goals throughout the year. This does not need to be submitted to HR; it is for departmental use only.
- **University Staff Goal Setting form** [6]: This form can be used to set and track goals throughout the year. This does not need to be submitted to HR; it is for departmental use only.
- **University Staff Self-Evaluation form** [7]: This form can be used by an employee to provide their feedback on how they view their performance and to define their future goals. This does not need to be submitted to HR; it is for departmental use only.
- **Career & Growth Planning Questionnaire** [8]: This questionnaire can be used by an employee to plan for future career growth.

**Classified Staff Cycle**

The performance cycle for Classified Staff currently runs from August 1 through July 31 of the following year.
2023-24 Timeline:

- **Aug. 1 - July 31** - Classified complete transition to new cycle
- **Sept. 15** - Evaluations due
- **Oct. 15** - Performance Plan due

Classified Staff Resources

Training

All supervisors of classified staff are required to complete the **CU: Performance Management** course in Skillport, which can be accessed through [my.cu.edu](http://my.cu.edu) [9]. This training is also available for supervisors looking for a refresher course or any other non-supervisory staff. The CU: Performance Management course provides supervisors with a convenient resource to fulfill obligations to complete performance plans and evaluations for classified staff.

Performance Forms

- University Staff Goal Setting form [6]
- University Staff Self-Evaluation form [7]
- University Staff Plan and Evaluation [10]
- University Staff Rating form [11]
- Classified Staff Planning and Evaluation form [12]
- Connected Conversations - Mid Year [13]

Groups audience:
Employee Services

Right Sidebar:
ES: HR - Contact
ES:HR - Campus HR Contact Information

Source URL: [https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/performance-growth/system-administration](https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/performance-growth/system-administration)

Links