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]).

The performance cycle previously ran from Feb. 1 through Jan. 31 of the following year. Beginning in 2022, the cycle will shifting to run from July 1 through June 30.

For the 2021-22 performance year, University Staff will be assessed during an extended performance cycle running from Feb. 1, 2021 through June 30, 2022.

Future performance cycle
Base increase
*Subject to approval by the Board of Regents

UNIVERSITY STAFF
Key Milestones:

- **Feb. 1, 2021** – The current performance cycle began.
- **January 2022** – Cornerstone mid-year review
- **June 30, 2022** – The current extended performance cycle ends.
- **July – August 2022** – 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 [5]) must be sent to the System Human Resources office at 400 UCA Attn: Ashley Eschler. The supervisor and employee should retain a copy for their records. HR will not collect the plan or any narrative evaluation regarding the rating.
- **July 1, 2022** – The performance cycle begins
- **August 2022** – Supervisors and employees should work together to establish goals for the coming year.
- **Sept. 1, 2022** – 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 2023** – Mid-cycle reviews with 360 feedback from an employee’s peers are due.
- **June 30, 2023** – 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 [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 Goal Setting form [7]**: 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 [8]**: 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 [9]**: This questionnaire can be used to plan for future career growth.

**Classified Staff Cycle**

The performance cycle for Classified Staff currently runs from April 1 through March 31 of the following year.

Beginning in 2023, that cycle will shift to run from Aug. 1 through June 30 of the following year.
For the 2022-23 performance year, Classified Staff across all campuses will be assessed on an extended performance cycle running from April 1, 2022 through July 31, 2023.
Key Milestones:

- **March 31, 2022** – The current performance cycle ends.
- **April 1, 2022** – A new performance cycle begins, which will run through June 2023.
- **April 2022** – Supervisors must meet with each employee individually to conduct an evaluation. The Planning and Evaluation Form (see appropriate versions in the “Classified Resources” section below) must contain all original signatures and dates.
  - Send the entire original evaluation to the System HR office at 400 UCA, Attn: Ashley Eschler. The supervisor and employee should retain a copy for their records.
- **May 1, 2022** – 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.
- **May 2022** – The supervisor must meet with each employee to discuss the performance plan for the period of April 1 – March 31. After obtaining signatures in the planning section, the supervisor must send a copy of the front page of the Planning and Evaluation Form (see appropriate versions in the “Classified Resources” section below) to the System HR office at 400 UCA, Attn: Ashley Eschler.
- **June 1, 2022** – A copy of the front page of the performance plan must be received by System HR.
- **June 30, 2023** – The extended performance cycle ends.

**Classified Staff Resources**

**Classified Staff Planning and Evaluation Forms**

For automatic calculation and/or for plans with no more than 9 goals:

- System Administration Planning and Evaluation Form [10]

For manual calculations and/or for plans with more than 9 goals, use:

- System Administration Planning and Evaluation Form [11]

**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 [12]. 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 [7]
- University Staff Self-Evaluation form [8]
- University Staff Plan and Evaluation [6]
- University Staff Rating form [13]
- Classified Staff Planning and Evaluation form [10]
- University Staff Rating form Step-by-Step guide [4]

Groups audience:
Employee Services

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Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/performance-growth/system-administration
[2] https://www.cu.edu/employee-services/collaborative-hr-services/cornerstone
[7] https://www.cu.edu/docs/university-staff-goal-setting-form
[8] https://www.cu.edu/docs/university-staff-self-evaluation
[9] https://www.cu.edu/docs/university-staff-career-growth-planning