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EMPLOYEE SERVICES

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Performance Management at CU System ^[1]

- [University Staff](#)
- [Classified Staff](#)

University staff members are evaluated on an annual basis (per [Regent Policy 11-C](#) ^[2]).

Review cycle

The regular performance cycle begins Feb. 1 of each year and ends Jan. 31 of the following year.

Jan. 31

The performance cycle ends.

Feb. 1

The performance cycle begins.

During February

Supervisors must meet with each employee individually to conduct an evaluation. The [University Staff Rating Form](#) ^[3] must be sent to the System HR 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.

March 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.

During March

To assist supervisors and university staff members in planning and setting goals for the next review period, the [Plan and Evaluation form](#) [4] is available. This form, or any other planning/goal-setting document, does not need to be submitted to HR; it is for departmental use only.

The performance cycle for classified staff members runs April 1 - March 31. Find more information about [CU's Performance Management Program Plan](#) [5].

April 1

The performance cycle begins.

During April

Supervisors must meet with each employee individually to conduct an evaluation. The Planning and Evaluation Form (see appropriate versions 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

Performance evaluations must be received by the System HR office. If a supervisor fails to submit all employee evaluations by this date, he or she may be subject to discipline.

During May

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 below) to the System HR office at 400 UCA, Attn: Ashley Eschler.

June 1

A copy of the front page of the performance plan must be received by System HR.

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](#) [6]

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

- [System Administration Planning and Evaluation Form](#) [7]

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](#) [8]. 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.

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/performance-management-cu-system>

Links:

[1] <https://www.cu.edu/employee-services/performance-management-cu-system>

[2] <https://www.cu.edu/regents/policy-11c-university-staff-salary>

[3] <https://www.cu.edu/employee-services/policies/officer-and-university-staff-rating-form>

[4]

https://www.cu.edu/sites/default/files/policies/docs/Univ%20Staff%20Plan%20and%20Evaluation%20Form_13.08.15

[5] <https://www.cu.edu/sites/default/files/performance-management-plan.pdf>

[6] https://www.cu.edu/sites/default/files/policies/docs/SYS_PMFautomatic.doc

[7] https://www.cu.edu/sites/default/files/policies/docs/SYS_PMFmanual.doc

[8] <http://my.cu.edu/>