

## **System Administration Performance Reviews** <sup>[1]</sup>

**The information on this page applies to CU System employees only.**

Please consult the appropriate HR website for your campus:

- [CU Boulder](#) <sup>[2]</sup>
- [CU Denver/Anschutz](#) <sup>[3]</sup>
- [?UCCS](#) <sup>[4]</sup>

### **Cornerstone**

If your department uses Cornerstone, learn more about this [performance management system](#) <sup>[5]</sup>.

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

University staff members are evaluated on an annual basis (per [Regent Policy 11-C](#) <sup>[6]</sup>).

### **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 \[7\]](#) 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 setting goals for the next review period, we have several tools available. Below you will see two options for goal setting and a self-evaluation form to aid in the performance discussion.

[University Staff Plan and Evaluation form \[8\]](#): 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: \[9\]](#) ?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: \[10\]](#) 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.?

The performance cycle for classified staff members runs April 1 - March 31. Find more information about CU's [Performance Management Program Plan \[11\]](#).

## **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 <sup>[12]</sup>

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

- System Administration Planning and Evaluation Form <sup>[13]</sup>

### **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 <sup>[14]</sup>. 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

### **Right Sidebar:**

ES:HR - Collaborative HR Services's Feedback Form  
Performance Forms

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

### **Links**

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

[2] <https://www.colorado.edu/hr/>

[3] <http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>

[4] <https://www.uccs.edu/hr/>

[5] <https://www.cu.edu/employee-services/collaborative-hr-services/cornerstone>

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

- [7] <https://www.cu.edu/docs/officer-and-university-staff-rating-form>
- [8] <https://www.cu.edu/docs/university-staff-plan-and-evaluation-form>
- [9] <https://www.cu.edu/docs/university-staff-goal-setting-form>
- [10] <https://www.cu.edu/docs/university-staff-self-evaluation>
- [11] <https://www.cu.edu/docs/cus-performance-management-program-plan>
- [12] <https://www.cu.edu/docs/system-administration-automatic-planning-and-evaluation-form-no-more-9-goals>
- [13] <https://www.cu.edu/docs/system-administration-manual-planning-and-evaluation-form-more-9-goals>
- [14] <http://my.cu.edu/>