UNIVERSITY OF WYOMING

Subject: 2020 Administrative and Staff Performance Evaluations

2020 Performance Evaluation documents for Classified Staff and Administrative Personnel are now available in HCM. Evaluations should be completed no later than **March 31, 2021**. It is the supervisor's responsibility to initiate the evaluation in HCM. Please note that this announcement does *not* apply to Faculty annual reviews, which are completed in WyoFolio. Please contact Academic Affairs if you have any questions.

Below are a few tips and resources to support you through this year's performance evaluation process.

Training and Resources

Human Resources has developed a website, titled Performance Resources, that includes videos, FAQs, guides, and other support materials. In addition HR will host several training and information sessions on a variety of topics including the HCM Performance Evaluation module, goal management, and others. Zoom sessions are listed on the web site. Plan to periodically visit the page throughout the cycle as additional information and resources are published.

Competencies

The job description and competencies can be reviewed for each position on HR's Classification/Compensation website. Definitions of each competency can be found in the Competency Dictionary.

Performance Goals

Finally, we would like to remind you that the process of establishing new annual goals at the beginning of a performance year is a *separate* activity in HCM from the performance evaluation process. As a result, when you are ready to do so, you will establish your 2021 goals in the Performance Overview module in HCM.