



## 2021 Administrative & Staff Performance Evaluations

2021 Performance Evaluation documents for Classified Staff and Administrative Personnel are now available. Evaluations should be completed no later than March 31, 2022. 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 a website, titled [Performance Management](#), that includes videos, FAQs, guides, and other support materials. There are two upcoming training/information sessions about evaluations on January 26<sup>th</sup> and February 10<sup>th</sup>. These sessions will discuss the HCM Performance Evaluation module, goal management, and competencies. Zoom links are available on the web site.

### Competencies

[Job descriptions](#) and [competencies](#) can be reviewed for each position on HR's Classification/Compensation web page. Definitions of each competency can be found in the [Competency Dictionary](#).

### Establish 2022 Performance Goals Separately

Finally, HR would like to remind you to establish a separate time from the annual evaluation for supervisors and employees to develop new annual goals for 2022. The new goals should be recorded for 2022 in the Performance Overview module in HCM.