



HR Announcement

2019 Administrative and Staff Performance Evaluations

The 2019 Performance Evaluation documents for Classified Staff and Administrative Personnel are available today in HCM. The evaluations have a completion date of March 31. It is the supervisor's responsibility to initiate the evaluation. This announcement does not apply to Faculty evaluations which are accomplished in WyoFolio. Below are a few things to help ensure the entire process is smooth.

Competencies

Review your employee's [job description](#) and the competencies for that position on Human Resource's [Classification/Compensation website](#). For definitions of each competency review the [Competency Dictionary](#).

Performance Goals

In prior year's, new goals were the final part of the performance appraisal. In HCM the new goals are created separately. You will establish the 2020 goals in the Performance Overview module located within HCM. Performance goals created this year will show in the 2020 Performance Evaluations available next January.

Training

Instructor led training on HCM's Performance Evaluation and Goal process is located in the [Employee LearnCenter](#). To enroll in instructor led training please go to the Employee LearnCenter catalog where you will find training sessions under the Campus Workshop and Human Resource Training Sub-Catalogs. Quick Reference Guides are located in the [WyoCloud Knowledge Base](#).

Support

For questions concerning the 2019 Performance Evaluation process please contact Human Resources at 766-5484 or Email [Jesse Begin](#).

Resources

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