



# UW

Human Resources



## Performance Goal Training for Staff and Administrative Evaluations

As the deadline to complete goals for upcoming performance evaluations approaches, Employee Relations has scheduled four trainings.

### The first opportunity is tomorrow:

- [Goal Training Session 11/17/2023 at 1:30 pm](#)
- [Goal Training Session 11/28/2023 at 9:30 am](#)
- [Goal Training Session 12/6/2023 at 9:30 am](#)
- [Goal Training Session 12/20/2023 at 1:30 pm](#)

### In-person training is available upon request

As this deadline draws near, please keep in mind that:

- The evaluation module and the goal module are separate in WyoCloud.
  - Changes made in the goal module after 12/31/2023 will not be reflected in the evaluation.
- Edits and additions to employee goals must be completed by 12/31/2023.
- Employees will be unable to adjust personal goals once the evaluations are created at the beginning of the New Year.

If you have questions about this process, you can find help with these quick reference guides:

- [Update Employee Performance Goals](#)
- [Update Individual Performance Goals](#)

If you have questions, please reach out to [Renee Ballard](#) or [Kimberly Cuthbert](#).

*Please note that this announcement does not apply to annual reviews for full-time tenure-stream and non-tenure track faculty and post-doctoral associates, which are completed in WyoFolio. Please contact [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu) if you have any questions about WyoFolio evaluations.*