# A&S Performance Management Guide for University Staff – Extended Cycle

## **Completed Evaluation**

- Supervisor conducts evaluation meeting and obtains signatures
- Entire document is sent via email or through DocuSign to <u>aspa@colorado.edu</u>
- Completed evaluation is then sent to Camus HR by ASPA
- ASPA retains copy for internal files

# Completed Evaluation

Evaluations are due to ASPA by August 1, 2022

# Planning

•Reminders sent from ASPA in January/February 2021 to begin planning

### **Planning**

- Review Objectives
- Develop Plan
  - Supervisors are encouraged to include employees in the goal planning process



### **Evaluation**

 Reminders are sent from ASPA in May/June 2022 to begin working on the evaluation

# **Completed Plan**

• Plans are due to ASPA by March 18, 2021

# Supervisor conducts the planning meeting and obtains signatures No paper documents are accepted, please send via email or through DocuSign to aspa@colorado.edu

 Completed plans are then sent to Campus HR by ASPA

**Completed Plan** 

ASPA retains copy for internal files

# **Evaluation**

- End of cycle review
- Employee can complete selfevaluation

# **Coaching Session**

• Encourage supervisor to provide coaching and feedback during the year. Complete in February/March 2022

# **Documented Coaching Session**

- Review progress
- Discuss Roadblocks
- Adjust plan if needed

For Questions, please contact:

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