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 aspa@colorado.edu
- Completed evaluation is then sent to Campus HR by ASPA
- ASPA retains copy for internal files

**Planning**
- Reminders sent from ASPA in January/February 2021 to begin planning

**Completed Plan**
- Plans are due to ASPA by March 18, 2021

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

**Completed Evaluation**
- Evaluations are due to ASPA by August 1, 2022

**Coaching Session**
- Encourage supervisor to provide coaching and feedback during the year. Complete in February/March 2022

**Completed Plan**
- 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
- ASPA retains copy for internal files

**Evaluation**
- End of cycle review
- Employee can complete self-evaluation

**Completed Plan**
- Plans are due to ASPA by March 18, 2021

For Questions, please contact:
Shelly Hammonds, Director of Personnel
Email: Shelly.Hammonds@colorado.edu
Phone: 303-492-4933
Revised 2/1/2022