

Classified Staff Performance Evaluation Reminder

On April 1, 2022, classified staff began an extended performance planning and evaluation cycle which ended on July 31, 2023. Now is time for supervisors of classified staff to complete final evaluations for their classified employees. Evaluations will be collected by each school, college or department in order that they may be submitted to Human Resources by the September 1, 2023 deadline (please disregard if you do not supervise any classified staff).

All classified staff hired on or before July 31, 2023 must receive a 2022-2023 evaluation completed by September 1, 2023. For employees hired between April 1, 2023, and July 31, 2023, supervisors may evaluate these employees based solely upon core competencies. Performance plans and evaluations are mandatory for all permanent classified staff, including retirees hired as permanent classified staff. Supervisors are required to meet with employees to discuss performance plans and evaluations. These meetings may be conducted in-person or via video conference. As of the 2022-2023, classified employees have an updated five-level rating system.

Click this link, [Classified Planning and Evaluation Form](#), to access the updated form. If supervisors have begun using the previous form, they may continue to use that form. Completed evaluations must be submitted to your department's Human Resources unit. Each school, college and department HR unit will collect evaluations for their organizations and report the ratings to Anschutz Human Resources using a spreadsheet to be supplied by Anschutz Human Resources. Campus departments will have until September 1, 2023 to submit their scores using the spreadsheet.

Supervisors:

- Conduct a preliminary evaluation discussion with each classified employee. You may ask employees to provide self-assessments based on the content of the performance plans for this evaluation cycle. Then draft an evaluation for each employee.
- Submit evaluations to the reviewer for approval. Reviewers have five days to review and return evaluations to supervisors.
- With each classified employee, present and discuss the approved evaluation. Provide a copy to the employee (via email is acceptable) and present the original to your department Human Resources unit. Remember, employees have five days after the meeting with their supervisor to review their evaluations. Please conduct your final evaluation discussions early so that you will be able to allow for the five-day review and still submit to your HR unit on time.

Important:

- When using the updated form, please ensure that all pertinent fields/sections of the evaluation form are complete and accurate before sending to your Human Resources department. If supervisors have already begun using the previous form, they may continue to complete evaluations using that form.
- You are highly encouraged to use decimals for individual goal ratings (eg 4.25). Though, the overall rating must be a whole number (1-5).
- Ratings for goals/objectives and core competencies must have associated "Results Achieved" describing and supporting the rating earned by the employee.
- Human Resources recommends completing the Evaluation Narrative section to sum up the overall performance.

- The Reviewer (second level supervisor or appointing authority) must review and sign the evaluation of a classified employee's performance before it is formally presented to the employee.
NOTE: *Reviewer and Supervisor may not be the same person, under any circumstance.*
- Proposed ratings are preliminary until approved by Reviewers. This must be emphasized when having preliminary discussions with employees.
- Reviewers and employees each must receive five (5) business days to review the ratings and sign the evaluations. Please plan accordingly so the appropriate review and signatures can be obtained. If an employee refuses to sign, the evaluation remains valid.

An overall rating of “Needs Improvement” or “Unacceptable” requires completion of either a performance improvement plan (PIP) or a Corrective Action (C/A) as part of the progressive discipline process. Please contact the [Human Resources Department](#) to discuss “Needs Improvement” or “Unacceptable” ratings and how they will be addressed with the employee.

If an employee has extenuating circumstances such as extended absences during the rating period (health or otherwise), please contact the [Human Resources Department](#) for proper guidance on evaluating the employee.

Performance Management Documents

The 2022-2023 classified performance management evaluation form can be downloaded here: [Classified Planning and Evaluation Form](#) (please note instructions on page 3). If supervisors have already begun using the previous form, they may continue to complete evaluations using that form.

Training Requirement for Supervisors

As a reminder, if you are a supervisor of classified staff, you are required to take the training session on performance management. To view the training online, click [here](#).

For CU Anschutz departments, the deadline for submitting full, original, signed classified employee evaluations and spreadsheets to the Anschutz Human Resources Office (Anschutz: Mail Stop F568 Attn: Evaluations) is September 1, 2023.

Please contact PerformanceManagement@cuanschutz.edu with any questions.

Thank you,

Human Resources Department
CU Anschutz