2021 Employee Goals Need Completed

Holiday Season is upon us and employee evaluations are approaching quickly.

HR wants to remind you to complete your staff and administrative employee performance goals for 2022 before December 31st, 2022.

If you have questions about this process you can find assistance in HR's Help Sessions or with the quick reference guides below.
Help Sessions - All sessions located in EN 2106

- Monday, November 28th 3 pm- 4pm
- Tuesday, December 6th 12 pm – 1pm
- Wednesday, December 15th 10:30 am – 11:30 am

These sessions are in a teaching computer lab to allow employees to log into their accounts and follow along and get help with issues.

Topics to be discussed are:

- How to navigate HCM to find goals
- How to add and edit goals in HCM
- How to submit goals
- Planning for 2023

Quick Reference Guides
- Adding and Reviewing/Editing Performance goals for Direct Report or Team
- Review/Edit Performance Goals

Please remember this feedback is crucial to improving the workplace environment.
We encourage you to fill out these evaluations sooner rather than later, it benefits you and your employees!