



## 2022 Administrative and Staff Performance Evaluations

Happy New Year!

2022 Performance Evaluation documents for Classified Staff and Administrative Personnel are now available in WyoCloud.

Evaluations must be completed no later than March 31, 2023.

It is the supervisor's responsibility to initiate the evaluation in WyoCloud.

*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 [Academic Affairs](#) if you have any questions.*

Below are a few tips and resources to support you with this year's performance evaluation process.

### Training and Resources

Human Resources [Performance Management](#) webpage offers videos, FAQs, guides, and other support materials to assist you through the Performance Evaluation process.

The [job description](#) and [competencies](#) can be reviewed for each position. Definitions of each competency can be found in the [Competency Dictionary](#).

There are four upcoming training/information sessions regarding Performance Evaluations.

- 1/18/2023 at 10:30 - [Zoom evaluation training/help session](#)
- 1/26/2023 at 2:00 - [Zoom evaluation training/help session](#)
- 2/10/2023 at 2:00 - [Zoom evaluation training/help session](#)
- 2/21/2023 at 10:30 - [Zoom evaluation training/help session](#)

*In person help available upon request.*

### Establish 2023 Performance Goals Separately

Human Resources would like to remind supervisors to establish a separate time from the annual evaluation to develop annual goals for 2023. Annual goals should be recorded in WyoCloud.

If you have questions or concerns, please contact [Renee Ballard](#).

