



## 2018 Performance Evaluations

The Performance Evaluation documents for calendar year 2018 are available today. Please go to HCM to review and start your evaluations. You may utilize HCM's Goal module to review 2018's goals and establish goals for 2019. The 2018 Performance evaluations have a completion date of March 31. Below are a few things to help ensure the entire process is smooth.

### Goals

Goals for staff that were established on 2017 performance evaluations for 2018 were transferred to the new Staff Evaluation documents.

Upcoming goals for the next review period are no longer accomplished in the performance document, this is a change from the evaluation process in HRMS. Goals are now established for a team or direct report in HCM's Goal module. Both the supervisor and the employee can now create goals for the review period. The 2019 Review Period is currently open and goals can be created throughout the year. Goals from the 2019 review period will pull into the Performance Evaluations for 2019. Training on how to create and manage, team and direct report goals is located in the [WyoCloud Knowledge Base](#) and the [Employee LearnCenter](#).

### Training

Training for the 2018 Performance Evaluation process will encompass both instructor led training and online courses. To enroll in instructor led training or take the online courses please go to the [Employee LearnCenter](#) Course Catalog and search for "evaluation" here you find several trainings and open labs to enroll in and online courses to take. Additionally, Quick Reference Guides (QRGs) for both Employees and Supervisor/Managers are available in the [WyoCloud Knowledge Base](#) to guide you through completing documents. The QRGs can be accessed through the Human Capital Management (HCM) tile, and from there to the Employee or Supervisor/Manager link.

### Support

For questions concerning the new Career and Performance process please contact Human Resources at 766-5484 or Email [Jesse Begin](#). If you are experiencing technical problems with Performance or Goals or the LearnCenter please contact the [IT Help Desk](#) at 766-4357

#### Resources

- [Human Resources](#)

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