



Deadline for Completing Annual Evaluations in HCM Extended to April 30, 2019

We are well into the annual performance review season. We have been working diligently together with supervisors and staff to learn and use the new evaluation process, and are making progress. To date, we have the following status numbers for administrator and staff evaluations in HCM:

Completed:	493
In Progress:	533
Shared with Worker:	154
Worker Final Feedback	9
Review Meeting Held:	104
Submitted:	81
Not Started	253

There have been a few glitches and some change management issues we have been addressing as we all become more familiar with the system. For that reason, please note that we are extending the deadline for completing annual performance evaluations in HCM until April 30, 2019. For step by step instructions for the process, please go to the "Quick Reference Guides" (QRGs), which can be found under the "Help and Training" tile in the employee WyoCloud dashboard. You may also email userhelp@uwyo.edu, or call Jesse Begin, at ext. 5484, in Human Resources for additional assistance.

For information about faculty evaluations, which are completed in Interfolio, please contact Aneesa McDonald, at ext. 4287.

Resources

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