2018 Performance Evaluations for Classified Staff and Administrative Personnel

Performance Evaluation documents for calendar year 2018 are due March 31st. Please go to HCM to review and complete your evaluations. Please note that there are two different types of performance documents, one for Classified Staff and one for Administrative personnel. Each document has a different set of tasks in order to complete. Quick Reference Guides (QRG's) are located in HCM under the Help and Training tab. Below are a few things to help ensure the entire process is smooth.

Bugs & Fixes:

Comment Fields:

Performance documents are currently experiencing a bug that locks the system up when using the add comments icon ⬜. To work around this bug, the user can add comments by clicking directly on the name of the competency or goal in the document. This action will open a separate window allowing the user to add comments.

The comment field has an additional bug that does not allow the user to add an apostrophe to comments. To work around this bug write and format your comments on a word document then copy (ctrl c) and paste (ctrl v) into the comment field.

Tips and Tricks:

Performance Document Access:

If you cannot view or access your performance documents under the HCM headings of My Profile or My Team, please ensure you have completed the correct Learning Plans in the Employee LearnCenter.

Not seeing direct reports on *My Manager Evaluations* page:

HCM will only load a certain amount of employees at a time on the My Manager Evaluations page. If you do not see all of your employees please look for the ***load more items*** link at the bottom right hand corner of the screen or use the filter, located above the first employee on the page.

Self-Evaluations:

Classified Staff and Administrative documents are different in how the documents are initiated and created. The Classified Staff document starts with the supervisor setting weights for Competencies and Goals. The direct report cannot access their self-evaluation until supervisor completes this first step. The Administrative performance document is initiated with the direct report by completing a self-evaluation questionnaire and evaluating their competencies. The supervisor cannot access the document until this task is completed.

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.

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

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Contact Information

Human Resources
Department 3422
1000 East University Avenue
Laramie, WY 82071-3226

Room 139, Wyoming Hall
Phone: (307) 766-2377
Fax: (307) 766-5607