



## Important HR Dates

**Tuesday, February 27, 2018:** HCM Townhall: A townhall meeting to introduce Human Capital Management (HCM), the next phase of the University of Wyoming's WyoCloud project, is scheduled for Tuesday, February 27, 2018, from 2:00-3:30 p.m. in the Arts and Science Auditorium. President Laurie Nichols will offer the opening remarks. The WyoCloud Team will provide an overview of the new system and answer questions. Please join us!

**March 12--April 6, 2018:** The University of Wyoming will be participating in The Chronicle of Higher Education's "Great Colleges to Work For" survey. The survey looks at employee perceptions of the quality of their work environment. It also examines aspects of the worker experience in a quantifiable and measureable way. The results of the survey will allow the University of Wyoming to act on our faculty's and staff's feelings about job satisfaction, interdepartmental collaboration, pride in work and other important areas. Additional communications will be forthcoming.

**March 30, 2018:** Annual performance evaluations due to be completed and submitted. President Nichols has advised Human Resources that all University employees will be required to receive an annual evaluation this year based on last year's performance. This will include all administrative at-will employees. Evaluations must be completed before the end of March.

The Classified Staff evaluations are available on-line through HRMS. Please note that as of Friday, February 23, only 208, or 16% of the staff evaluations were completed and submitted.

The evaluation form that the President has approved for use this year for administrative at-will employees can be found at [HR Forms](#), under the "Employment" heading. A Self-Evaluation form is also available on the HR website. Once completed, a copy of the last page of the evaluation, containing the overall performance score, should be sent to Human Resources for recording in HRMS. The full completed evaluation should be maintained in the employee's personnel file.

Questions regarding Faculty and Academic Professional evaluations should be directed to Academic Affairs.

### Resources

- [HR Website](#)
- [Employee Handbook](#)

### Contact Information

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