Performance Management- Classified Staff

Updated 8/2017

Classified Staff Performance Planning Process

Supervisors are encouraged to include employees in goal planning process

Performance Planning
Reminder is sent to departments, from ASPA, March each year to begin Classified Staff planning document

If Performance Plan "Reviewer" is in department a scan of the plan is forwarded to aspa@colorado.edu (via email or Docusign routing) once planning box is completely signed. **ASPA Deadline May 18th.**

Note: Department retains original plan to be used for final evaluation

ASPA forwards signature page to Campus HR for entry. ASPA retains copy for internal files.

Campus HR and A&S HR send periodic reminders about coaching sessions

If Performance Plan "Reviewer" is Appointing Authority (**Bernadette Stewart**) supervisor emails draft plan (**ENTIRE** WORD doc. without signatures) to Appointing Authority for review.

Appointing Authority reviews draft document

Appointing Authority returns draft document to supervisor with AA signature

Supervisor conducts a planning meeting with employee and obtains employee signature on document.

Scan of plan is forwarded to aspa@colorado.edu (via email or via Docusign routing) once planning box is completely signed. **ASPA Deadline May 18th.**

ASPA forwards signature page to Campus HR for entry. ASPA retains copy for internal files.

Appointing Authority returns draft document to supervisor with further questions and edits

Supervisor edits document and returns to Appointing Authority, via email.

SUPERVISOR Proceed to Yellow process step box

Classified Staff Evaluation Process

Performance Evaluation
Reminder is sent to departments, from ASPA, in February/March each year to begin working on Classified Staff evaluation document

If Evaluation "Reviewer" is in department evaluation is completed and department forwards scan of **ENTIRE** signed document to aspa@colorado.edu (via email or Docusign routing). **ASPA Deadline April 18th**

ASPA forwards original evaluation to Campus HR for entry. ASPA retains scan copy for internal files.

Suggestion: If department hasn't already completed paperwork for new performance planning cycle do so now, see process flow above.

NOTE: Employee can refuse to sign if they do not agree with evaluation. The employee also has the option of attaching a statement to the document or going through the formal dispute process (outlined on last page of evaluation doc.).

If Evaluation "Reviewer" is Appointing Authority (**Bernadette Stewart**) supervisor emails draft eval. (**ENTIRE** WORD doc. without signatures) to Appointing Authority.

Appointing Authority reviews draft evaluation document

Appointing Authority returns draft document to supervisor with AA signature

Supervisor conducts evaluation meeting with employee and obtains employee signature on document.

Scan of **ENTIRE** signed document is is forwarded to aspa@colorado.edu (via email or Docusign routing). **ASPA Deadline April 18th.**

ASPA forwards original evaluation to Campus HR for entry. ASPA retains scan copy for internal files.

Appointing Authority returns draft document to supervisor with further questions and edits

Supervisor edits document and returns to Appointing Authority, via email for approval.

SUPERVISOR Proceed to Yellow process step box