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## FISCAL YEAR PROCESS

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To better align University strategic planning with both departmental and individual performance planning and assessment, UHCL's Performance Assessment period coincides with our Fiscal Year (September 1 - August 31).

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## PERFORMANCE ASSESSMENT SCHEDULE

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The Performance Assessment period for staff is **September 1 - August 31**.

Once the performance period closes on August 31, Supervisors need to complete Performance Assessments with their staff by **December 15, 2023**.

- This includes completion of the form, meeting with the employee, obtaining signatures, and submitting to the Human Resources department.

### Aug. 31

- Review period ends



### Sept. 1 – Dec. 15

- Complete Performance Assessments
- Have performance conversations



### Dec. 15 @ 5 PM

- All assessments must be dropped off at Human Resources (attention: Training & Development) or emailed to [HerreraEs@uhcl.edu](mailto:HerreraEs@uhcl.edu) no later than **5pm** on **12/15/23**.

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## ASSESSMENT FORMS

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Assessment forms can be found on the **UHCL Human Resources** website under [Policies and Resources > Performance Management](#)

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## RELATED POLICIES

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- [SAM 02.A.11](#): Staff Performance Appraisals
- [UHCL Memorandum of Administrative Policy 02.A.11](#): Staff Performance Appraisals

**Merit salary adjustments will not be approved unless a current performance appraisal indicating meritorious performance has been conducted and is on file in Human Resources.**

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## SPECIAL CIRCUMSTANCES

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- All employees should be reviewed based on the fiscal year period, unless you have received direct instructions otherwise from the Human Resources department.
- Employees should be reviewed for the period **September 1, 2022 through August 31, 2023**.
- New employees who are still in their probationary period should participate in the goal-setting process only.

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## QUESTIONS

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If you have questions regarding process or have a situation that is not covered in the above information, please contact Esther Herrera, Senior Manager, Training & Development at [herreraes@uhcl.edu](mailto:herreraes@uhcl.edu).