FISCAL YEAR PROCESS

In order 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).

PERFORMANCE ASSESSMENT SCHEDULE

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 **November 13, 2020**.
- This includes completion of the form, meeting with the employee, obtaining signatures, and submitting to the Human Resources department.

ASSESSMENT FORMS

Assessment forms can be found on the UHCL Human Resources website under Policies and Resources > Performance Management

SPECIAL CIRCUMSTANCES

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, 2019 through August 31, 2020**.

New employees who are still in their probationary period should participate in the goal-setting process only.

QUESTIONS

If you have questions regarding process or have a situation that is not covered in the above information, please contact Esther Herrera, Human Capital Advancement Manager, at herreraes@uhcl.edu.