Office of Human Resources Staff Performance Assessment Quick Guide

FISCAL YEAR PROCESS

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 21, 2025**.

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

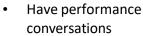
Aug. 31

 Review period ends



Sept. 1 - Nov. 21

 Complete Performance Assessments





Nov. 21 @ 5 PM

 All assessments must be dropped off at Human Resources (attention: Training & Development) or emailed to HerreraEs@uhcl.edu no later than 5pm on 11/21/2025.

ASSESSMENT FORMS

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

RELATED POLICIES

- 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.

SPECIAL CIRCUMSTANCES

- All employees should be evaluated based on the fiscal year period unless you have received direct instructions otherwise from the Human Resources department.
- Employees should be evaluated for the period September 1, 2024 through August 31, 2025.
- New employees who are still on their probationary period should participate in the goalsetting 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, Senior Manager, Training & Development at herreraes@uhcl.edu