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 19, 2021.

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

<table>
<thead>
<tr>
<th>Aug. 31</th>
<th>Sept. 1 – Nov. 13</th>
<th>Nov. 19 @ 5 PM</th>
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<tbody>
<tr>
<td>Review period ends</td>
<td>Complete Performance Assessments</td>
<td>All assessments must be dropped off at Human</td>
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<tr>
<td></td>
<td>Have performance conversations</td>
<td>Resources (attention: Esther Herrera) or emailed</td>
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<tr>
<td></td>
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<td>to <a href="mailto:HerreraEs@uhcl.edu">HerreraEs@uhcl.edu</a></td>
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</table>

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 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, 2020 through August 31, 2021.
- 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.

Rev. 08/2021