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Performance Management (for staff)

SEHD's University Staff Performance Development & Management tool (This link goes to an excel file which will download in a new window.)

This is an all-in-one excel tool with tabs for each section. It was provided from Denver campus HR for our use beginning in 2023. It includes the two documents that were previously called the Professional Plan and Performance Evaluation rating form. Please use this tool exclusively for SEHD University Staff until further notice.

If you supervisor Classified Staff, please contact SEHD HR (sehdhr@ucdenver.edu) for the unique form and tips you will need.

General resources regarding Professional plans, evaluations, etc. for University Staff & Classified Staff:

- CU Denver's Performance Management tools & resources website includes resources for University Staff and Classified Staff.
- How to write SMART Goals:
  - **S**pecific *(Who is involved, what should be accomplished, where will this occur?)*
  - **M**easurable *(Establish criteria for measuring outcomes and how to determine if objective is achieved*'. '*E.g. how much, how many, how do you know when it is accomplished?)*
  - **A**mbitious/Attainable*(Motivating but realistically attainable)*
  - **R**esults-Oriented/Relevant/Realistic*(Aligns with the bigger picture. What is the expected result?)*
  - **T**imely *(Includes a specific time-frame for achieving objectives)*
- Examples of SMART Goals

- How to Have Difficult Conversations
- Giving Harsh Reviews with Empathy
- Giving and Receiving Feedback - LinkedIn Learning course | 33 min

Many more resources for you here: Professional Development [SEHD Wiki]

Who to contact about edits needed on this page: SEHD HR

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