

Please see the below previous message for time frames and deadlines.

It has been another year of successful projects, positive growth, and excellence in serving our students. As we close up 2019 – 2020, it is time to reflect on the work completed and to plan for the work ahead in 2020 – 2021.

It is time again for the year-end performance review that includes a self-assessment and then a discussion with your manager that reviews the years' work. This process has not changed.

Please continue to use the electronic evaluation form. It can be accessed in PeopleSoft HR 9.2 under Navigator – Self Service – CU Employee Evaluation – Employee Evaluation Form.

Also, be reminded that your year- end review discussion with your manager is also a good time to update your job description if there have been any changes in your job responsibilities. Please send any updated job descriptions to Human Resources for review.

Please note the following dates for completion.

Staff Evaluations

- **April 8- April 30, 2020 –**
Self-Assessments and Manager Reviews with employees complete

- **Please note:**
Employees will have from 3/15/2020 to 4/8/2020 to complete their evaluations

- They can be submitted to their managers on 4/15/2020

- **Job descriptions –**
Reviewed and recommended changes sent to HR by April 30, 2020

- **May 1 – May 17, 2020 –**
Managers and department Heads **complete merit tool and submit for approval**

- **June 1, 2020 –**
Staff letters are delivered to Managers and Department heads

If you have any questions, need an extension or need further assistance please contact Human Resources at clarksonhr@clarkson.edu.