



Deadline for 2019 Performance Evaluations Extended to 30 April

Due to COVID-19 and with administration approval, Human Resources has extended the deadline for 2019 performance evaluations to April 30, 2020. It is encouraged that supervisors and employees still access and continue to complete evaluation tasks during this extended period of time.

In situations where telework is permitted it is suggested that supervisor and employee utilize video conferencing, ZOOM or Business Skype, to conduct in-person reviews as appropriate. Online training on performance reviews, feedback and video conferencing are offered below.

In-person training for the 2019 process has been canceled, please use resources provided below to complete evaluations. Please address further questions or concerns to Jesse Begin at 766-5484.

[2019 Classified Staff Training Guide](#)

[2019 Administrative Staff Training Guide](#)

[Transferring an Evaluation Document Guide](#)

[Evaluation walk through \(WyoCast 1/16/2020\)](#)

[Entering Performance Goals and Evaluation Tips and Tricks \(WyoCast 3/12/2020\)](#)

LinkedIn Performance Training Resources

[Learning Zoom](#)

[Learning Business Skype](#)

[Conducting Performance Reviews](#)

[Giving and Receiving Feedback](#)

[Conducting Motivational 1-on-1 Reviews](#)

[Improving Performance Through Timely Feedback](#)

[Having Difficult Conversations: A guide for Managers](#)

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