



## Time to Finalize 2023 Evaluation Goals

### Winter is right around the corner, and so are 2023 annual evaluations!

This email serves as your friendly reminder to complete final edits to the administrative and staff annual performance goals for the 2023 annual review period in HCM.

Please keep in mind that:

- Edits and additions to employee goals must be completed by 12/31/2023.
- Employees will be unable to adjust personal goals once the evaluations are created at the beginning of the New Year.

If you have questions about this process, you can find help with these quick reference guides:

- [Update Employee Performance Goals](#)
- [Update Individual Performance Goals](#)

You can also reach out to [Renee Ballard](#) or [Kimberly Cuthbert](#) with questions or concerns.

Additional support will be provided during the “training and assistance sessions” during the months of November and December. Dates to be determined, stay tuned.

We encourage you to finalize these goals as soon as possible. It benefits you and the University!

**Sending warm thoughts!**