

# UNIVERSITY of HOUSTON

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## HUMAN RESOURCES

Dear Managers,

We are at the time of the year when employees' performance evaluations must be completed. The method for reviewing employees' performance for 2021 will be the same as the process implemented last year, in which a one-page document was used.

As a result, this is a reminder for Managers to review the [one-page](#) staff performance document to ensure that responsibilities and goals are completed and ratings are submitted to the Sr. Manager for approval by Friday, January 28<sup>th</sup>.

The next target due date for Sr. Managers is Monday, February 28<sup>th</sup>. The Sr. Manager should review ratings and comments and send the signed [one-page](#) document back to the designated Manager.

The ePerformance template in PeopleSoft utilized to upload the [one-page](#) document will be available no later than February 1, 2022.

The deadline to upload and complete the 2021 Staff Performance is March 14, 2022.

### Training and Resources

Training and resources regarding the Performance document are available on the [Human Resources ePerformance website](#). On the website, you can access:

- [Timeline and due dates](#)
- 2021 - [One Page Performance Document](#)
- Training Resources for [Managers](#) and [Employees](#)
- SMART Goals training for managers and employees is available through TAP

### Contact Information

- For general ePerformance questions, you may contact the assigned HR generalist/business partner for your department or college. [Click here for Employee Relations Contacts](#).
- For document issues contact Compensation;
  - Krista McElroy at 713-743-9980 or [klmcelro@central.uh.edu](mailto:klmcelro@central.uh.edu)
  - Lardee Osidele at 713-743-8968 or [OOOSidel@central.uh.edu](mailto:OOOSidel@central.uh.edu)
- You may also contact the HR Service Center at [HRSC@uh.edu](mailto:HRSC@uh.edu) or at 713-743-3988.

Thank you.

Compensation