

John Acardo

From: John Acardo
Sent: Tuesday, November 24, 2020 7:43 AM
To: John Acardo
Subject: FW: Important: Action for the Checkpoint step of your performance reviews is due soon

Colleagues,

This morning the next reminder for the ePerformance tool was sent to all supervisors. We had communicated earlier that this was expected and that the six-month checkpoint is an optional stage of the process, whereby supervisors can provide feedback to their employees at the six-month mark of the evaluation period.

This year, the proximity of this email to when the previous year's evaluations were due had been shortened due to COVID. As you recall FY20 evaluations were due on 9/30 and the FY21 evaluation cycle began on 7/1/2020, making December the six-month checkpoint.

As we continue to plan to use the ePerformance tool for the expected final evaluation of employees for FY21, you can expect [three additional reminders](#) between January 2021 to help ready you for the final evaluation – due on June 30, 2021. We are providing one-on-one training for the program in addition to the online tools available:

- [UWL Performance Management Information](#)
- [UW System ePerformance Help and Training](#)

Please let me know if you would like to schedule a time to review the new tool, reporting features, and other aspects of the program.

Have a good rest of the week!

JA



John Acardo

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Provide feedback | **Book a meeting with me**

PGPs: He/His/Him



From: UWSystemHR@uwss.wisconsin.edu <UWSystemHR@uwss.wisconsin.edu>
Sent: Tuesday, November 24, 2020 3:08 AM
To: John Acardo <jacardo@uwlax.edu>
Subject: Important: Action for the Checkpoint step of your performance reviews is due soon

JOHN:

The Checkpoint step for the following employees must be completed:

[REDACTED]

This is your final reminder. Please complete outstanding evaluations immediately.

Click [here](#) to access your evaluation documents for your team.

Resources and contact information can be found at: [Performance Management Help](#).

(Please do not respond to this automatic notification.)