



From time to time really exciting things happen at UCAR and we will be sending you news splashes to keep you up to date!

Hello Staff,

This is just a reminder that a task concerning this year's Performance Evaluations is due this Friday, April 23rd. Part of assessing your progress over this past year is gathering input from your peers about your work performance. UCAR would like you to send out requests to your co-workers for feedback by Friday.

We will contact your sponsor supervisor separately, so please don't include them. We ask that you provide emails for, or reach out to three to five contacts, based on the directions below. Please note that their responses aren't due until May 15th. The Friday deadline is simply to get the requests out. Here is the process:

For non-UCAR staff

Feel free to use the [Network Feedback Template](#) to draft a feedback solicitation from a non-UCAR employee. Many of you work at federal agencies, so it is entirely possible that all of your feedback requests will go to non-Boulder staff. When you send out each solicitation, please copy the CPAESSPE@ucar.edu. Remember this request is not for your sponsor supervisor, but your peers.

For UCAR staff

To solicit feedback from UCAR employees, you should send your list of contacts to CPAESSPE@ucar.edu so that feedback may be requested on your behalf through Workday.

I appreciate your help with this. If you have any questions feel free to [reach out to me](#).

Thanks,

A handwritten signature in black ink, appearing to read 'M. Lawrence'.