Fiscal Year 22/23 Planning Task

Step 1: Employee Self-Plan

This Task involves Planning for things that should be accomplished from July 1, 2022 through June 30, 2023.
Select on the lower right portion of the screen to begin the Planning task.
The goals you list will be reviewed by your supervisor. Your entries indicate your investment in your position and provide valuable information to your supervisor.

**Example:**

1. Develop a process to triage incoming requests, assign them to the appropriate person, then follow up to make sure request is fulfilled.
2. Increase the use of the online catalog by 50%.
   - Establish a committee to come up with possible solutions
   - Select then implement solution
   - Run usage report each month, pivot and reconvene committee if we are not getting moving in the right direction
Core Competencies are the knowledge, skills, abilities, and behaviors that contribute to Performance. Core competencies apply to every employee.

Enter what you plan to focus on regarding each competency during fiscal year 22/23. What are the expectations that you have for yourself to improve, or maintain, your Performance in each competency?

Example:

**Integrity and Professional Conduct:**
- Maintains professional composure and attitude.
- Ability to be a consistent, honest, and trustworthy steward of State resources.
- Adheres to University and departmental policies including but not limited to code of ethics, attendance, punctuality and dress code.
- Completes required training in time frame directed by supervisor or administration (this bullet will be rated separately in the rating task).

Entries regarding competencies are not required but encouraged as it can create meaningful dialogue between the employee and supervisor.

The final box on the Core Competency page allows you to enter knowledge, skills, abilities, or behaviors that apply to your position but were not covered in the Core Competencies listed.

Click **Save and Continue** to proceed to the next page of the Planning task.
Indicate specific training and professional activities to be completed in the next rating period that will contribute to development within your current role and/or facilitate future professional growth.

Comments:

List internal or external training that you feel may contribute to your performance. Are there Conferences or Workshops that may be beneficial to your role? Is there something you would like to pursue to further your career?

Example:

I would like to pursue the SPHR Professional Certification as it will help me to grow in my current role. There are several courses on LinkedIn that I plan to take and, if possible, I would like to attend the SHRM annual conference.
By providing this information to your supervisor, he/she can assist you in your Professional Development.

When you are satisfied with your entries, click on the bottom right of the page.

Once Submitted, the task will move to the Supervisor’s queue in Cornerstone