Fiscal Year 22/23 Planning Task

Step 2: Supervisor Review/Discussion/Sign-Off



This Task involves
Planning for things
that should be
accomplished from
July 1, 2022
through June 30,
2023



Find the task for the Employee you will review in the *Pending Performance Tasks* block of your Cornerstone Welcome Page.

Pending Performance Tasks

22/23 Planning or Rating of Employee Name

This box holds a maximum of 10 tasks. Additional tasks



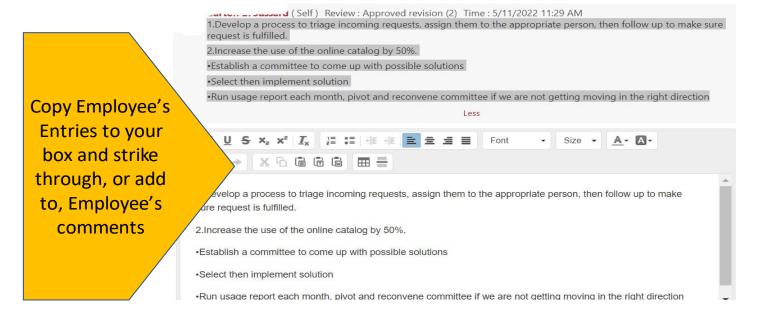
should be accessed by clicking on the Navigation Icon then *Performance*, then *Performance Reviews*.

Goals

- Review self-planning Goals entered by Employee
- Consider what this specific position should do to contribute to the achievement of the overall goals of Department
- Second-line supervisor buy-in
- Enter the Goals for the Fiscal Year



Suggested Process for Supervisors



Example:

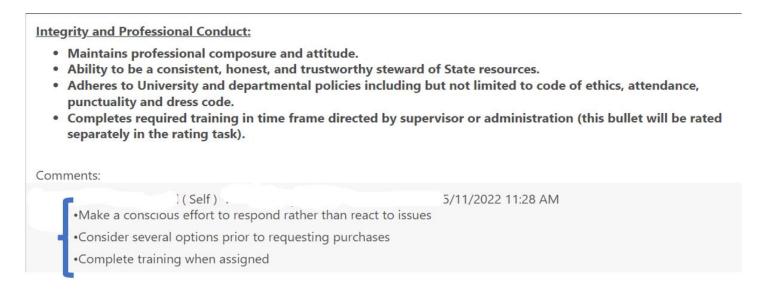
- 1.Develop a process to triage incoming requests, assign them to the appropriate person, then follow up to make sure request is fulfilled. This process should be completed by the system analyst position
- 2.Increase the use of the online catalog by 50%.
- ·Establish a committee to come up with possible solutions
- · Supervisor will select solution, then committee will implement solution
- •Run usage report each month, pivot and reconvene committee if we are not getting moving in the right direction
- 3. Develop a training plan and cadence to provide compliance training for those with no computer access (facilities, housing, NIRC) proctor on-site training a minimum of 2 times at each facility before 6/15/23

The Supervisor should for edit, modify, or enter goals that are appropriate for the position.

Competencies

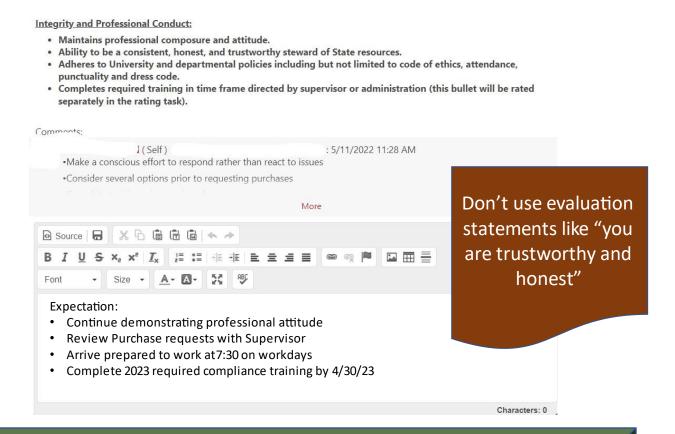
Core Competencies are the knowledge, skills, abilities, and behaviors that contribute to Performance. Core competencies apply to **every** employee.

For each competency review comments entered by the employee.



Enter expectations for the fiscal year for each competency. Document those actions you would like the employee to stop, start, or sustain.

Example:



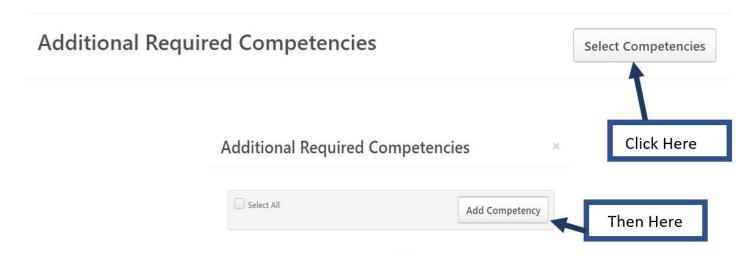
Additional Required Competencies

Skills, Abilities, or Behaviors required for this position that are not included in the Core Competencies.



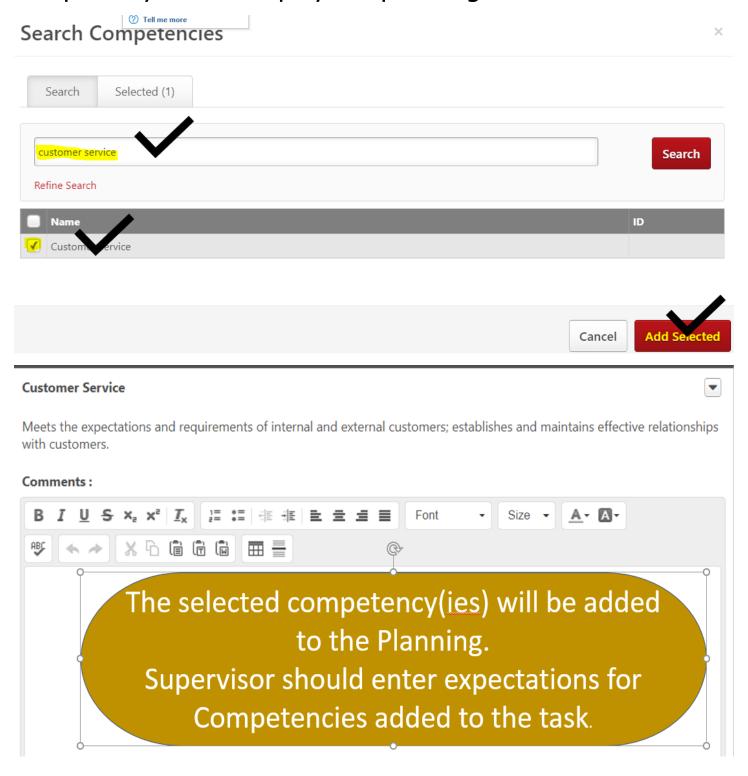
Regardless if you add one competency or several,
Competencies added in this section will account for 20% of the Overall Rating

Competencies can be added from our Competency bank:



Enter the competency then Search.

The example below is to add the "Customer Service" competency to the employee's planning task:



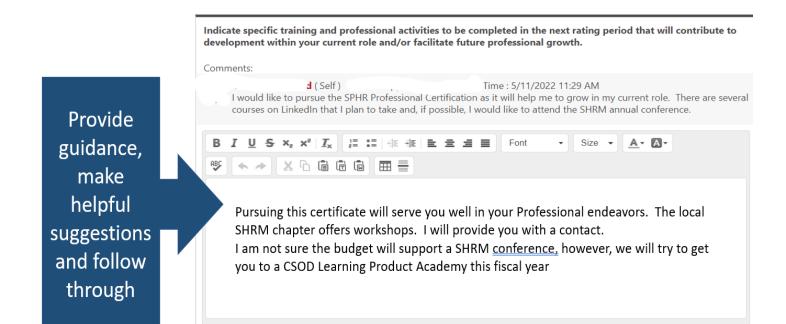
Supervisors can also "write in" competencies and expectations:



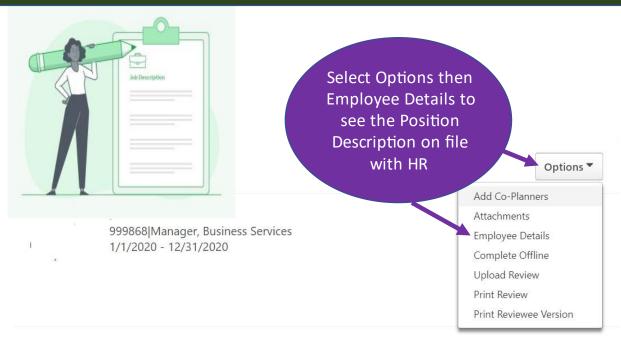
The employee will be rated on his/her Performance on the Core Competencies and added competencies at the end of the fiscal year.

Professional Development

Review entries made by employee (if any) then provide guidance or suggestions. Entries can be made to this area when you discuss the Planning with the employee. Enter suggestions for training, conferences, books to read, workshops to attend...



Position Description



Position Description



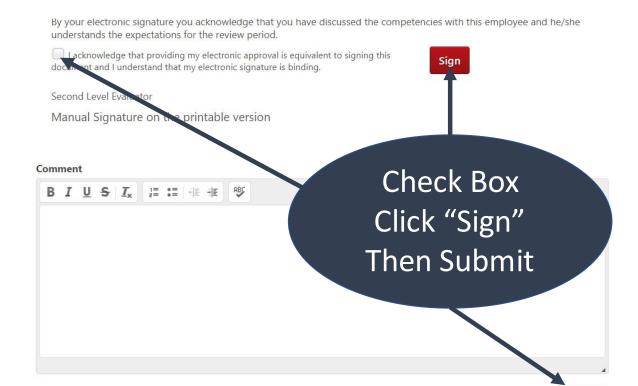
- Job Summary
- Required Education and Experience
- Required Knowledge Skills and Abilities
- Essential Functions



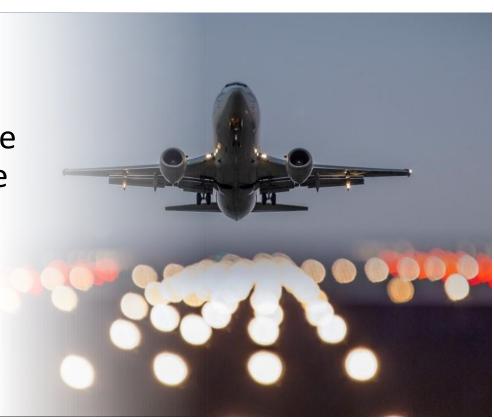
Arrange a meeting with the employee to discuss the Planning. Review expectations for competencies as well as goals for the fiscal year. Go over Professional Development issues and the Position description with the Employee.



When all is clearly understood by both parties, advise the employee that the task will move to his/her queue for acknowledgement.



Once
Submitted, the
task will move
back to the
Employee's
queue in
Cornerstone



Back

Save and Exit

Submit