

Step 1 – Self-Review

Select the task from the **Pending Performance Tasks** box of the Cornerstone Welcome Page

Pending Performance Tasks	
	Due Date
Your FY 24/25 Rating and Planning Task	2/25/2024

The pages, or forms, included as well as the workflow of the task are indicated on the **Overview** page

The screenshot shows the 'Overview' page for the 'Your FY 24/25 Rating and Planning Task'. The page includes a sidebar with navigation links: Overview (selected), Executive Goal Rating, Executive Competency..., Goal Planning, Development Planning, Summary, and Signatures-Sr. Adminis... The main content area features a 'Review Step Progression' section with a vertical timeline of steps: Self Evaluation (Due: 2/25/2024), Evaluating Supervisor Review, Discussion and Sign-off, Employee Acknowledgment, and Second Level Evaluator Review. A 'Get Started' button is located at the bottom right of the main content area.

Pages of the Review

Workflow, or Steps, of the task

Click Here, or Here, to move to the next page

Executive Goal Rating

If goals were entered last period and all steps of the review were completed the goals will be listed on this page. Provide a rating for each goal. Best Practice is to provide an explanation of the rating in the comment box.

Softball Facility Enhancements ▼

Oversee the new softball fence project, ensuring that facilities provide regular updates on the project ensuring completion prior to December, 9, 2022 deadline.

Progress: **100%**

Start Date: 7/1/2022
Due Date: 6/30/2023
more...

Met ▼ ?

B I U S x₂ x² I_x ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☿ ☿ ☿ ☿ **Font** ▼ **Size** ▼ **A** ▼ **A** ▼

ABC ↶ ↷ ✂ 📄 🗑 📁 📅 ☰

The new softball fence was installed prior to the December 9, 2022 deadline and was a great addition for the entire 2023 season to include hosting the Sun Belt Conference Tournament. The padded fence and walls greatly improved safety for all student-athletes.

Select “Save and Continue” to proceed to the next page. If you wish to leave to review and return later, select “Save and Exit”

Executive Competencies

Select a rating for your performance over the past fiscal year for each competency. Best Practice is to provide an explanation of the rating in the comment box

The screenshot shows a web-based evaluation form for the competency "Shapes Strategic Focus". The description of the competency is: "Formulates effective and progressive strategies aligned with University mission and values; determines objectives, priorities and acts as a catalyst for institutional innovation and growth." Below the description is a dropdown menu currently set to "Select". A red callout box with a white arrow points to a small downward arrow icon in the top right corner of the form area. The callout box contains the text: "Click on the arrow then 'details' for a detailed explanation of the competency". The dropdown menu is open, showing the following options: "Select" (with a checkmark), "Not Evaluated", "Does Not Demonstrate", "Developing", "Proficient", "Advanced", and "Expert".

Use rating of **Not Evaluated** only if you have been in the position for 90 days or less

Goal Planning

Goal Planning



Add Goals

Enter goals for the fiscal year (July 1 - June 30)

The **Goals Library**, populated with the 23 Key Initiatives of the strategic plan, is available by selecting "Add Goals" then "Library". Once a Key Initiative is imported, the associated tasks can be modified or deleted.

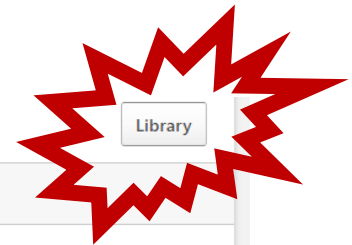
Back

Save and Exit

Save and Continue

Create Goals

Enter details or import using the SMART Wizard or the Library.



Library

All fields marked "*" are required

Title *

Title

Alignment

Not currently aligned
Align

Description

B I U S I_x

Create Goal(s) or select "Library" to import Goal(s) from the Strategic Plan

Start Date

7/1/2024

Due Date *

6/30/2025

Weight *

0

Perspective *

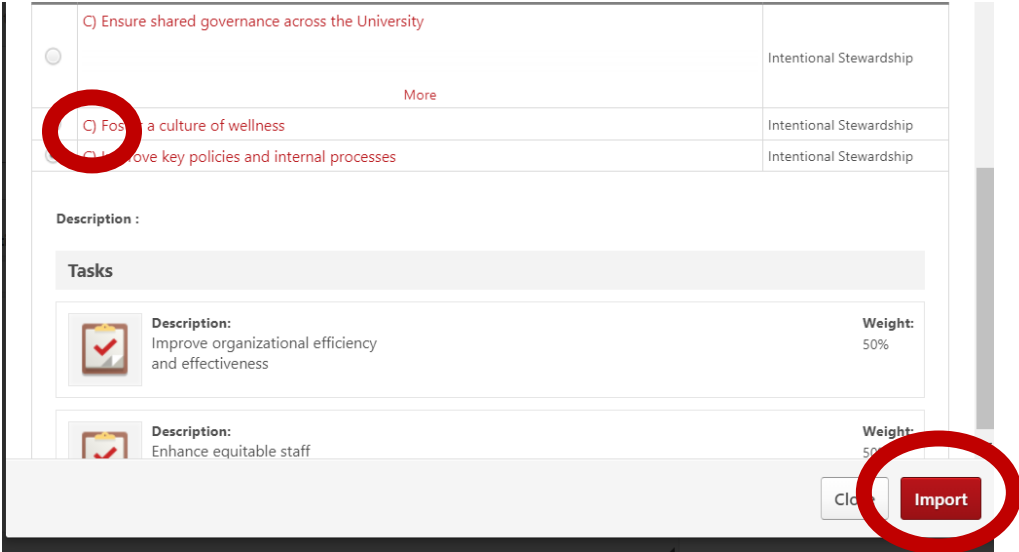
Select ▾

Tasks and Targets

Add Tasks or Targets

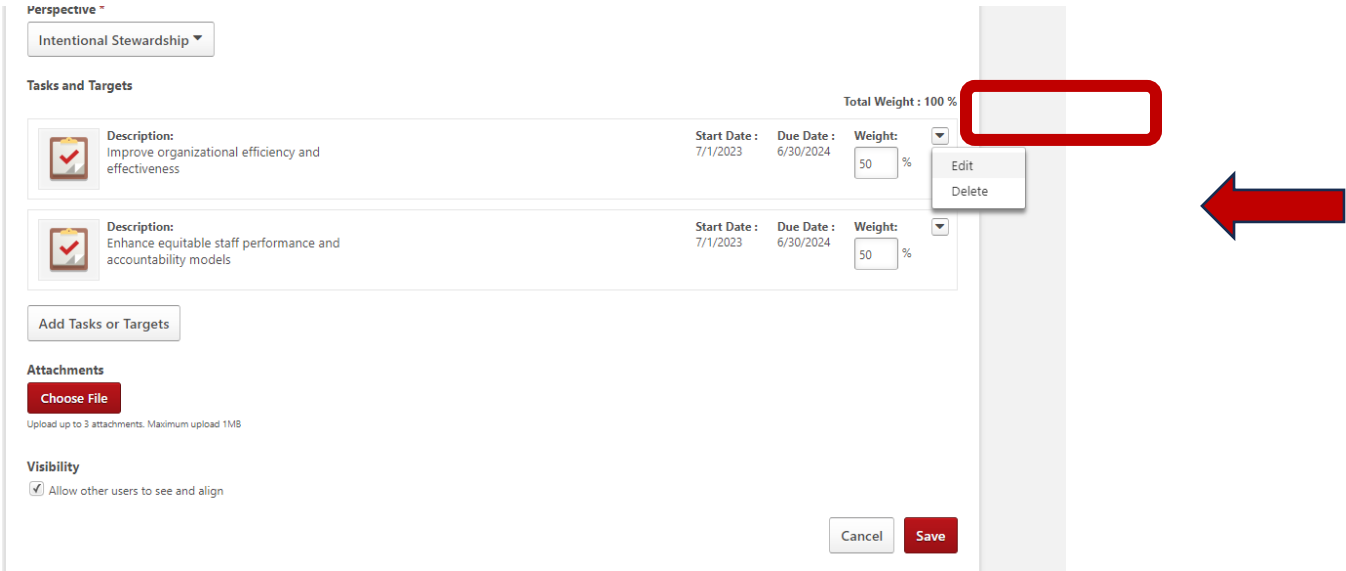
When a Key Initiative is selected and imported to a review, the corresponding elements will be populated as tasks. The tasks can be modified or deleted as appropriate

Select a Key Initiative from the library then click “*Import*”

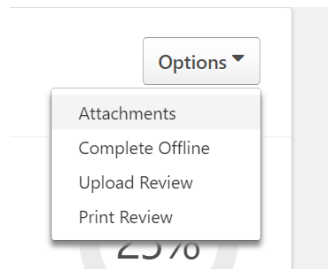


The Key Initiative will populate to review as a goal with the associated tasks, or points, from the Strategic Plan.

Before clicking “Save”, the tasks can be edited or deleted completely. The total weight of the tasks must equal 100%



Goals entered on the **Goal Planning** page now will be listed in the **Goal Rating** page in the next review.



***Note** Attachments can be added by clicking the Options drop down on the top right of the screen

Development Planning

Enter Objectives for the coming year regarding Professional Development

A screenshot of the 'Development Planning' web interface. At the top, there is a header 'Development Planning' and a red arrow pointing to an 'Add Objective' button. Below this is a modal window titled 'Add/Edit Objective'. The modal has a close button (x) in the top right. It contains a text input field for 'Objective Title' with the text 'take leadership courses on LinkedIn Learning'. Below this is a dropdown menu for 'Objective Category' with 'Performance Development Objective' selected. A red arrow points to the text input field with the label 'Enter objective'. Another red arrow points to the dropdown menu with the label 'Choose the most appropriate category'. At the bottom of the modal, there are 'Cancel' and 'Save' buttons. A list of objective categories is shown below the dropdown menu, with 'Performance Development Objective' checked.

Development Planning Add Objective

Add/Edit Objective x

Objective Title *
take leadership courses on LinkedIn Learning

Objective Category
Performance Development Objective

- Select Objective Category
- Behavior Development Objective
- Educational Development Objective
- Knowledge Development Objective
- ✓ Performance Development Objective
- Personal Development Objective
- Skill development objective
- Technical Development Objective

Cancel Save

Choose the most appropriate category

Enter objective

take leadership courses on LinkedIn Learning - (Performance Development Objective)

Add Training or Action Steps from the drop down.

Back Save and Exit

- Edit Objective
- Delete Objective
- Add Training
- Add Action Step

Add/Edit Action Step x

Action Step Title *
launch "Leadership Principles"

Activity Category
Leadership, Employee Direction, & Developing Organizational Talent

Progress
0

Due Date *
2/22/2025

Cancel Save

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Submit the form

Back Save and Exit Save and Continue Submit

The task will move to the supervisor's queue in Cornerstone and will return to you for the Acknowledgement step.