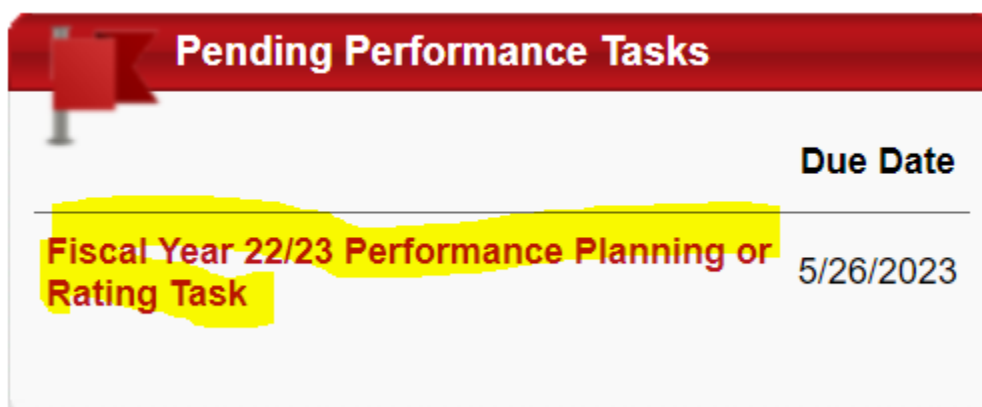


You will have two tasks to complete on yourself in Pending Performance Tasks:

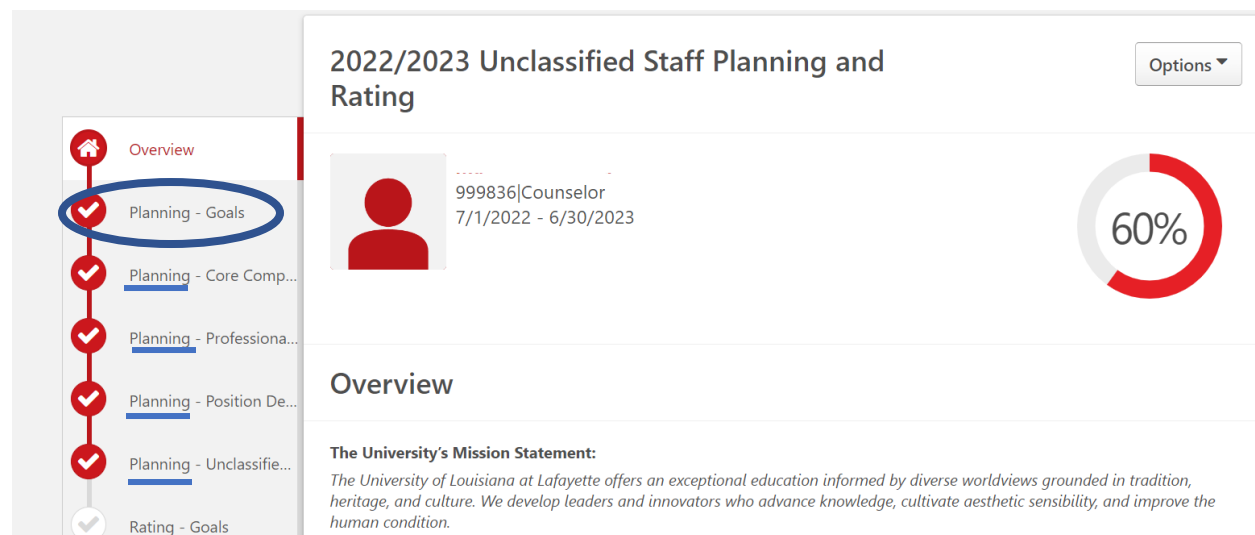
Rating for fiscal year 22/23 & **Planning** for fiscal year 23/24

These instructions will assist you in completing the Fiscal Year 22/23 **Rating** Task

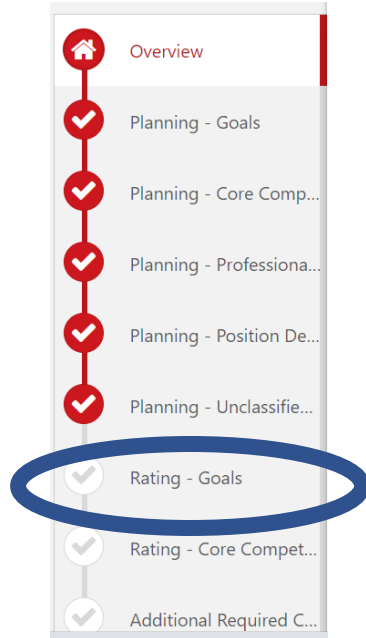
Access the 22/23 Performance Planning or Rating Task in Cornerstone in the block marked **Pending Performance Tasks**



The task will open to the Overview page. On the left you will see the pages of the Planning indicated with check marks. Click on the page **Planning-Goals** to review the information that was entered at the start of the rated period.



Click on each of the **Planning** pages to review the entries.



Select

Rating – Goals to enter rating for Goals achieved during the rated period

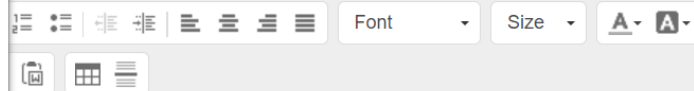
Rating - Goals

Indicate objectives/significant tasks/goals accomplished in the rated year

Select

- ✓ Select
- Not Evaluated
- Unsatisfactory
- Below Expectations
- Meets Expectations
- Above Expectations
- Outstanding

Enter justification for the rating:



Best Practice

Refer to Goals entered in Planning

What were the major accomplishments and why is the rating justified.

Once you have selected the rating and entered the justification, click:

Save and Continue


On the lower right side of the screen.

Rating – Core Competencies

Select a rating for each Core Competency

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).

Select 

- ✓ Select
- Not Evaluated
- Unsatisfactory
- Below Expectations
- Meets Expectations
- Above Expectations
- Outstanding

competency.:

Enter justification for rating in the Comment area.

Best Practice

Include specific examples of how the competency was exhibited during the rated year

Staff employees will rate their performance on six (6) competencies; there are an additional three (3) competencies that Supervisors are rated on.

Once you have selected the rating and entered the justification, click:

Save and Continue

On the lower right side of the screen.

Additional Required Competencies

This area will be populated with competencies to be rated on **IF** they were selected by the Supervisor during the Planning task.

Rate any competencies that are in this area and provide justification for the rating.

Once you have selected the rating and entered the justification, click:

Save and Continue


On the lower right side of the screen.

Rating – Required Training

Select the response based on the completion of the required Compliance Curriculum as well as any courses that may have been assigned by the Supervisor and/or Administration.

20% of the Overall rating for the period will be affected by the employee's completion of required training by the due date.

Was required training completed in time frame directed by supervisor or administration?

Select 

- ✓ Select
- Not Evaluated
- Employee did not complete
- Employee did complete

**Not Evaluated should only be used for those hired on or after June 1*

Save and Continue

Once you have selected the rating, click:

On the lower right side of the screen.

Rating – Professional Development





Rating - Professional Development






Enter benefits you received from training, attending conferences or other events

Please provide comments regarding Performance over the rated period.

Indicate training and professional activities completed during the rated period and detail how they directly contribute to your development within your current role and facilitate future career growth.

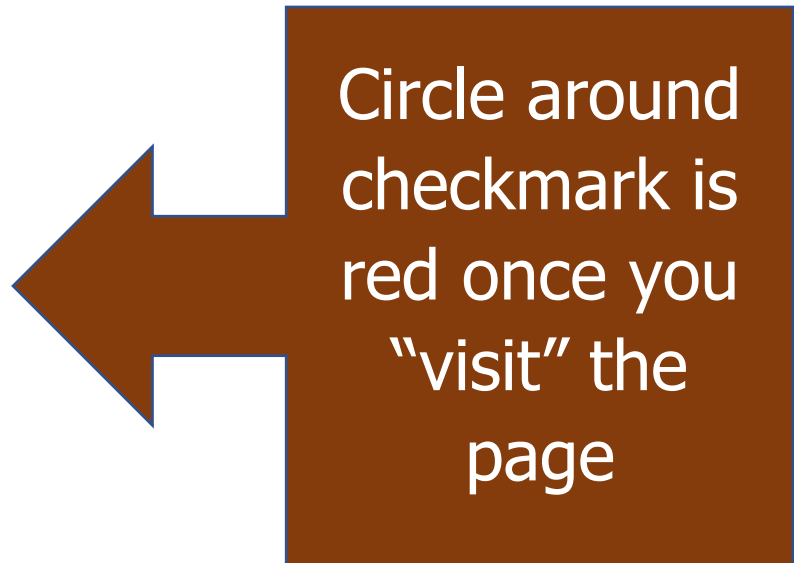
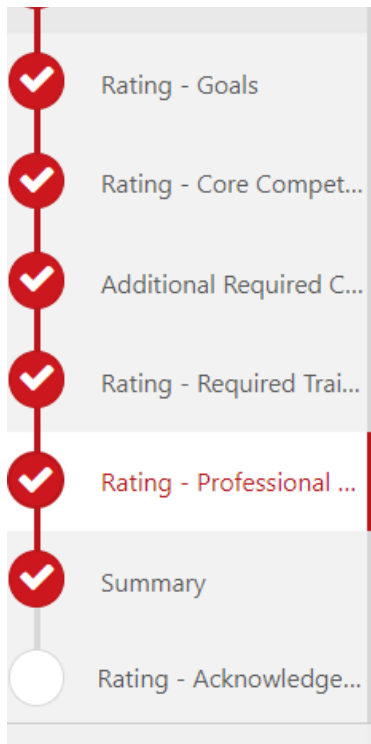
Comments:

B I U S x₂ x² I_x         Font Size **A-** **A+**

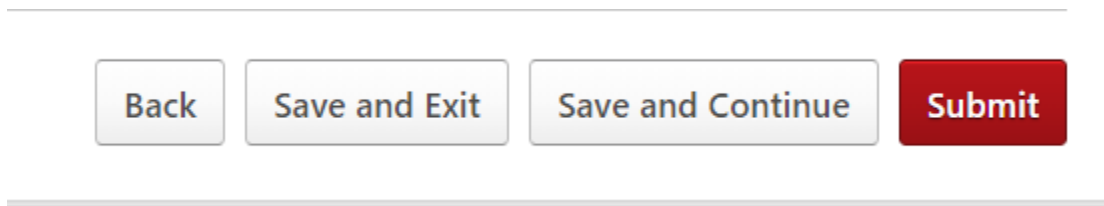
ABC       

This is NOT a Rated field

You can review your entries by clicking directly on the page:



Click "Submit" when you have completed the step:



The task will move to the Supervisor's queue in Cornerstone for Review.

Routing Workflow:

