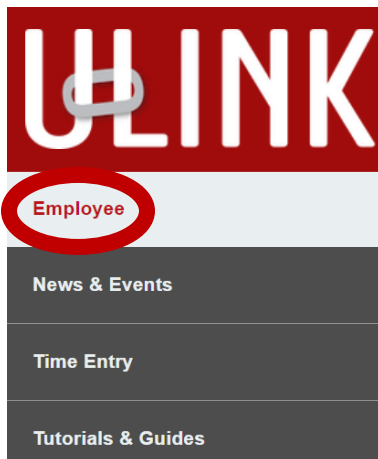


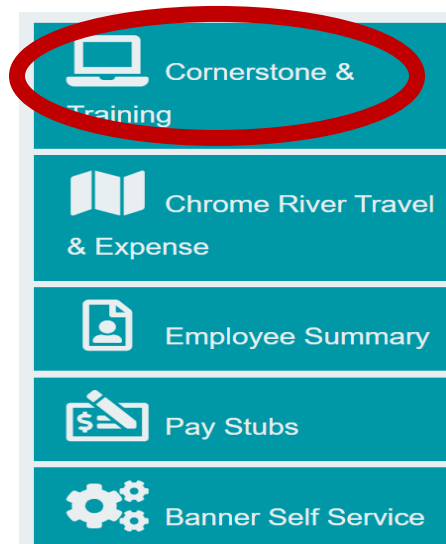
# Transition Rating Task

## Step 1: Employee Self-Review

- The Transition Rating Task is used to rate your job performance from January 1, 2021 through June 30, 2022.
- This is a Rating task only.
- The Planning for the next fiscal year will be completed when the Revised Performance Review is launched in the next few weeks.



Select the **Employee** tab in Ulink, then Select **Cornerstone & Training** to be redirected to Cornerstone



Select your Transition Rating Task from the Pending Performance Task box on the Cornerstone Welcome Page



Pages of the Task

Workflow, or Routing Sequence, of Task

Click to Start

**If** your *2020 Evaluation/2021 Planning for Unclassified Staff/Supervisors* task was completed: meaning all 5 steps:

- Step 1: Self-Evaluation
- Step 2: Evaluating Supervisor Review

- Step 3: 2<sup>nd</sup> Level Supervisor Review
- Step 4: Evaluating Supervisor Discussion and Sign-off
- Step 5: Employee Acknowledgement

**Then** goals entered in the 2021 Planning will default into the Goal Rating portion of the Transition Rating task.

Enter Progress for each Goal to be Rated by clicking on the drop-down arrow in the upper right corner of the Goal, then "Manage Goals"

Develop a process to notify and maintain completion data for required training for Adjunct Instructors

Progress :  66%

Start Date : 1/1/2021

Due Date : 12/31/2021

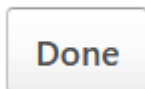
more...

- Goals : Comments
- Goals : Attachments
- Manage Goals**

Enter the percent of completion for each task. You may need to click "Show All" to enter percent of completion for all of the tasks.

Tasks & Targets		Start Date :	Due Date :	Weight:	Progress :
	<b>Description:</b> Work with Distance Learning to provide compliance training in Moodle; update as new trainings are available	1/1/2021	12/31/2021	33%	<span style="display: inline-block; width: 100%; height: 15px; background-color: yellow;"></span>
	<b>Description:</b> Identify those in employee Class AJ each semester and advise them of requirements and how to access	1/1/2021	12/31/2021	33%	<span style="display: inline-block; width: 100%; height: 15px; background-color: yellow;"></span>

Show All ( 3 )



Click **Done** on bottom right of screen when progress for all tasks is entered.

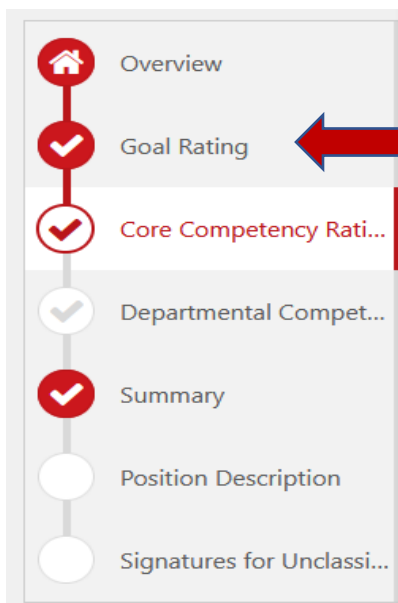
Click on drop down box to select rating for the task.

The screenshot shows a task titled "Develop a process to notify and maintain completion data for required training for Adjunct Instructors". The progress bar is at 100%. Below the progress bar, the start date is 1/1/2021 and the due date is 12/31/2021. A "more..." link is visible. A dropdown menu is open, showing the following options: "Select" (checked), "Not Evaluated", "Not Met", "Needs Improvement", "Partially Met", "Met", and "Exceeded".

Enter comments if applicable.

Click **Save and Continue** to proceed to the next page of the review.

Completed pages will be indicated with a red circle and white checkmark:



You can go directly to a page by clicking on it

Rate your performance over the past 18 months on each of the Core Competencies. Click the drop-down arrow on the top right of each competency then “Details” for a description of the Competency.

The screenshot shows a competency rating interface for 'Adaptability & Innovation'. At the top, the title 'Adaptability & Innovation' is followed by a description: 'The ability to adjust to changes in the workplace and apply original thinking in approaching job responsibilities'. To the right of the description is a yellow 'Details' button. Below the description, there is a 'Weight' field set to '10 %'. A 'Select' dropdown menu is present with a red question mark icon. Below this is a 'Comments' section with a rich text editor toolbar containing various icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, font size, and text size. The text area below the toolbar is empty.

You are welcome to enter comments to substantiate your rating.

**Save and Continue**

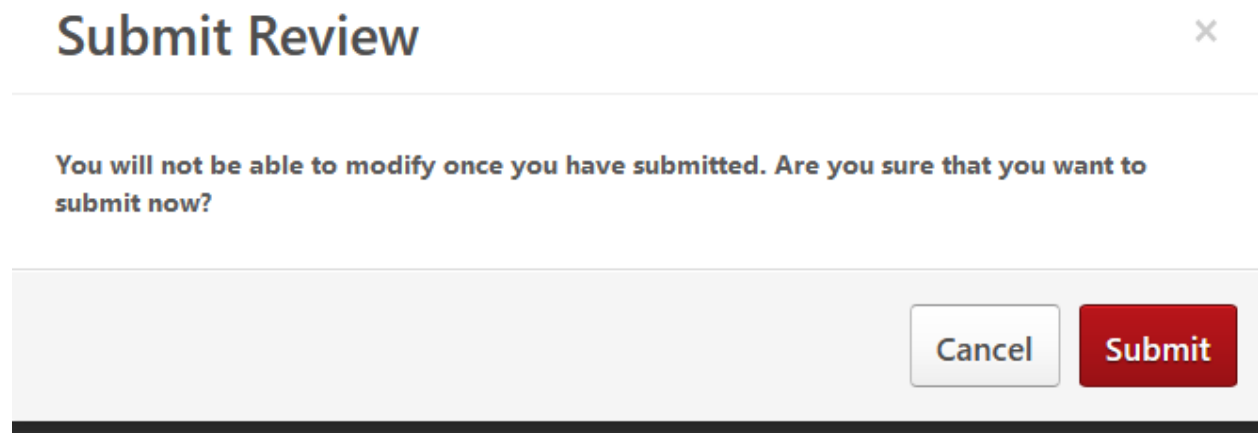
Click **Save and Continue** to proceed to the next page of the review.

**Departmental Competencies are only available for those in Human Resources or Athletics**

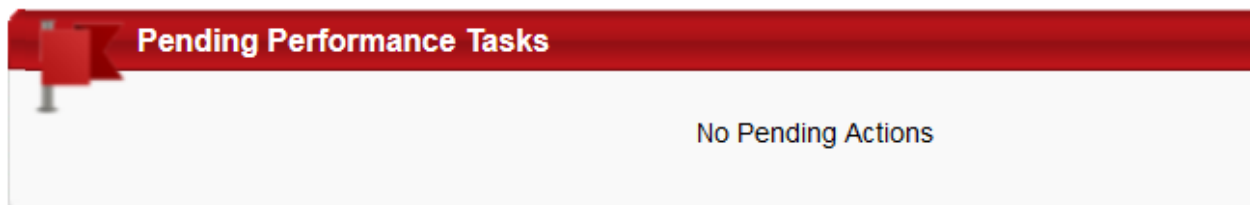
Click “Submit” at the bottom of the page.

The screenshot shows four buttons in a row: 'Back', 'Save and Exit', 'Save and Continue', and 'Submit'. The 'Submit' button is highlighted with a blue hand-drawn circle.

Click "Submit" when you see this pop-up



When the review is submitted, it no longer shows as a pending task on your Cornerstone Welcome page



The task is routed to your supervisor. It will return to you as a pending performance task after your supervisor and second level supervisor have reviewed and completed their part so that you can acknowledge the review by your electronic signature.

**Step 1 Complete**