

You will have two tasks to complete on yourself and Unclassified employees who report to you in **Pending Performance Tasks**:

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

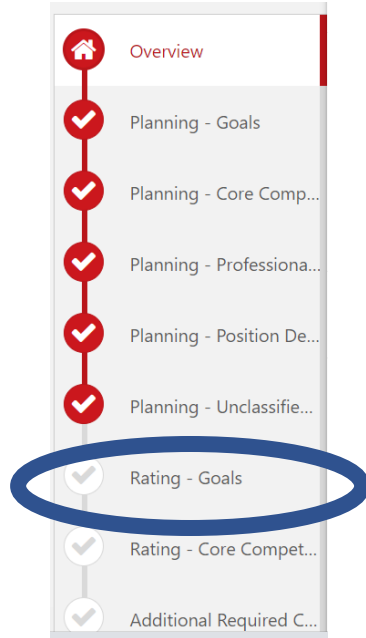
## These instructions will assist you in completing the Fiscal Year 22/23 Rating Task



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

Describe accomplishments and enter justification for the rating:

 **Rated Employee** ( Self ) Rated : Meets Expectations Review : 2022/2023 Unclassified Staff Planning and Rating  
Time : 5/12/2023 10:52 AM  
Employee's comments regarding goals

A screenshot of a rich text editor. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (x2), Background Color (x2), Text Color (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Font, Size, and Text Color (A). Below the toolbar is a large text area for entering comments. A brown arrow points from the text area to the 'Employee's comments regarding goals' label above it.

**Best Practice**

*Consider comments made by rated employee and 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*



How can I see  
who completed  
training?



My Transcript

View Team ↺

...

Click on the **My Transcript** icon on the Cornerstone Welcome page then click **View team** on the top right of the screen. Click on each person to see the completed transcript

**Save and Continue**

Once you have selected the rating, click:

On the lower right side of the screen.

## Rating – Professional Development

### Rating - Professional Development

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:

Rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Strikethrough (S), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), Text Color (I<sub>x</sub>), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Font, Size, Text Color (A), and Background Color (A). Below the toolbar is a large green banner with the text "This is NOT a Rated field".

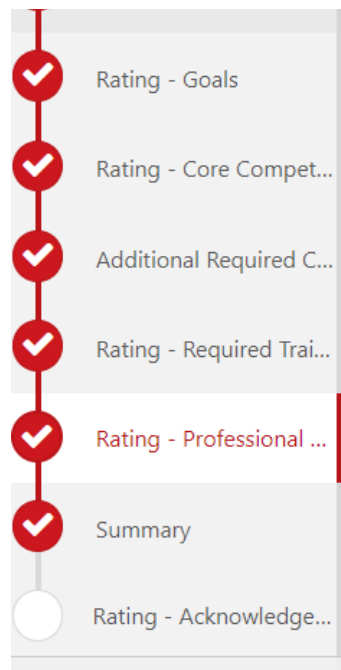
Review entries made by employee. If no entries, discuss training, conferences or other events that the employee participated in during the rated year; enter benefit to employee and department



Meet with each Unclassified employee you supervise to review and discuss ratings.

This is a good time to discuss goals and expectations (Planning) for next year

Entries can be reviewed by clicking directly on the page:



Circle around  
checkmark is  
red once you  
“visit” the  
page

Rating - Acknowledgement

## Rating - Acknowledgement for Unclassified Review

**Supervisor**, by your electronic signature you acknowledge that you have discussed the Rating with Mariam Abdo Pitre.

**Employee**, by your electronic signature you acknowledge the rating for Performance for the fiscal year.

By your electronic signature you acknowledge the rating for Performance

Pending Signature

By your electronic signature you acknowledge that you have discussed the rating with this employee.

☒ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Second Level Evaluator

Pending Signature

Sign

Click Here

### Comment

Rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, and a Checkmark icon.

Enter Overall or Summary  
Comments

Click "Submit" when you have completed the step:

---

---

The task will move to the Employee's queue in Cornerstone for Acknowledgement.

## Routing Workflow:

