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

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

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

**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.

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.
Once you have selected the rating, click:

On the lower right side of the screen.

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

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:

Rating - Acknowledgement for Unclassified Review

By your electronic signature you acknowledge that you have discussed the Rating with Mariam Abdo Pitre. By your electronic signature you acknowledge the rating for Performance for the fiscal year.

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

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:**

- **Employee**
  - Self-Rating

- **Supervisor**
  - Review

- **Employee**
  - Acknowledgement