

CL - Submit the Mid-Year Review



- 1 Navigate to cornerstone.unco.edu

Access the Mid-Year Review

! You can access your mid-year review three (3) ways...

- 2 1. You can click on "STEP 2" using the Mid-Year Review banner on the home page.

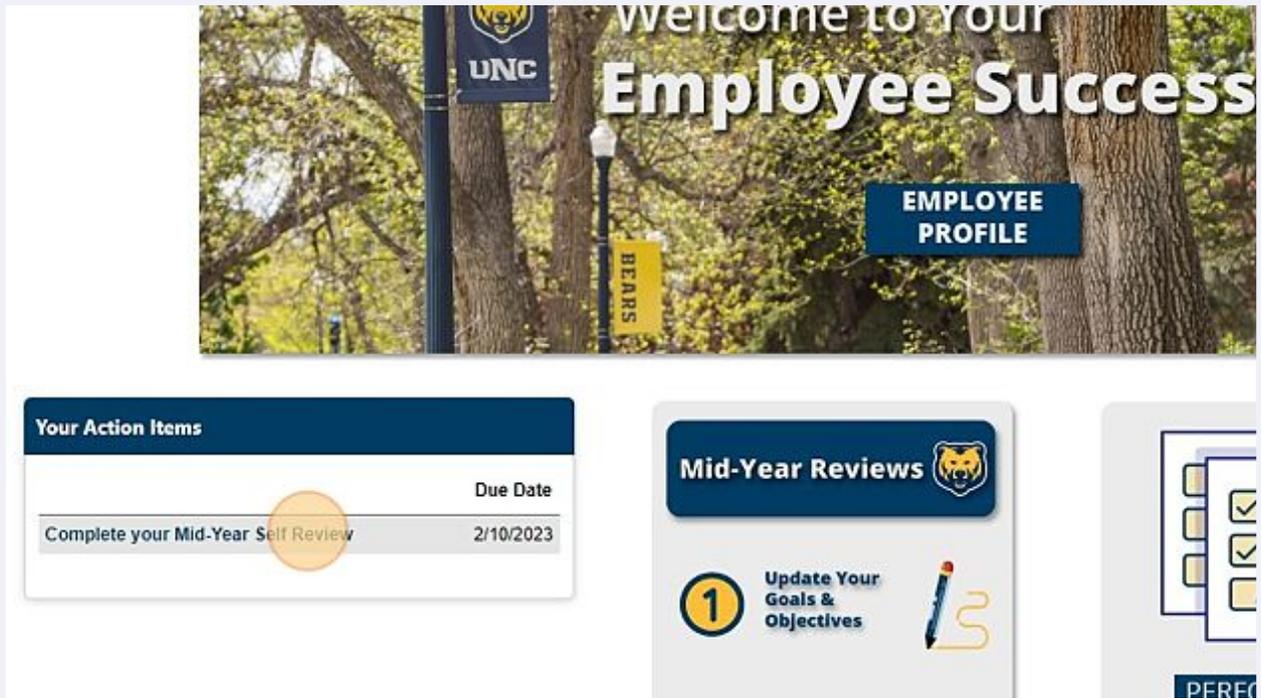
A screenshot of the Mid-Year Review banner on the home page. The banner features a background image of trees and a yellow sign that says "BEARS". On the right side, there is a blue button labeled "PROFILE". Below the banner, there is a table with the following data:

	Due Date
Mid-Year Self Review	2/10/2023

To the right of the table, there is a "Mid-Year Reviews" section with two steps: 1. Update Your Goals & Objectives (with a pencil icon) and 2. Evaluate Mid-Year Plan (with a checklist icon). Below these steps, there is a note: "(click on step above to complete step)". To the right of the "Mid-Year Reviews" section, there is a "PERFORMANCE PLANNING" section with a checklist icon and a pencil icon. Below the "PERFORMANCE PLANNING" section, there is a button labeled "PROFILE" with a person icon and a checkmark icon.

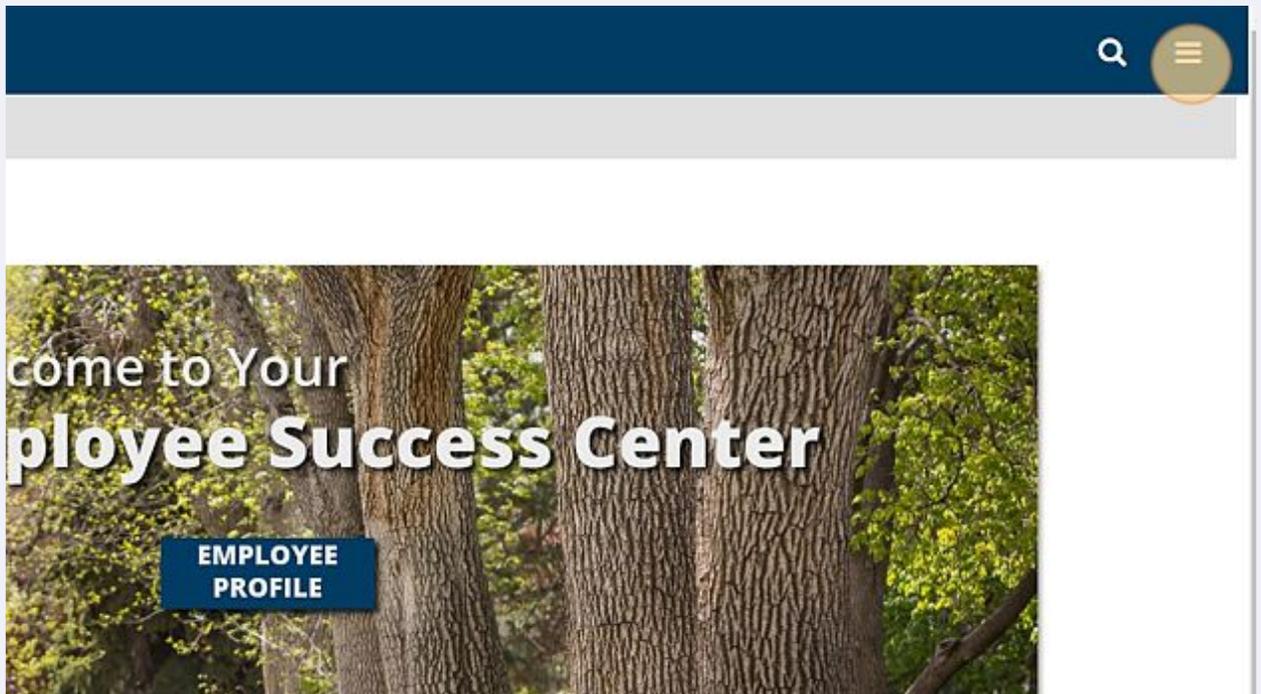
3

2. You can click on "Complete your Mid-Year Self Review" under your Action Items banner.

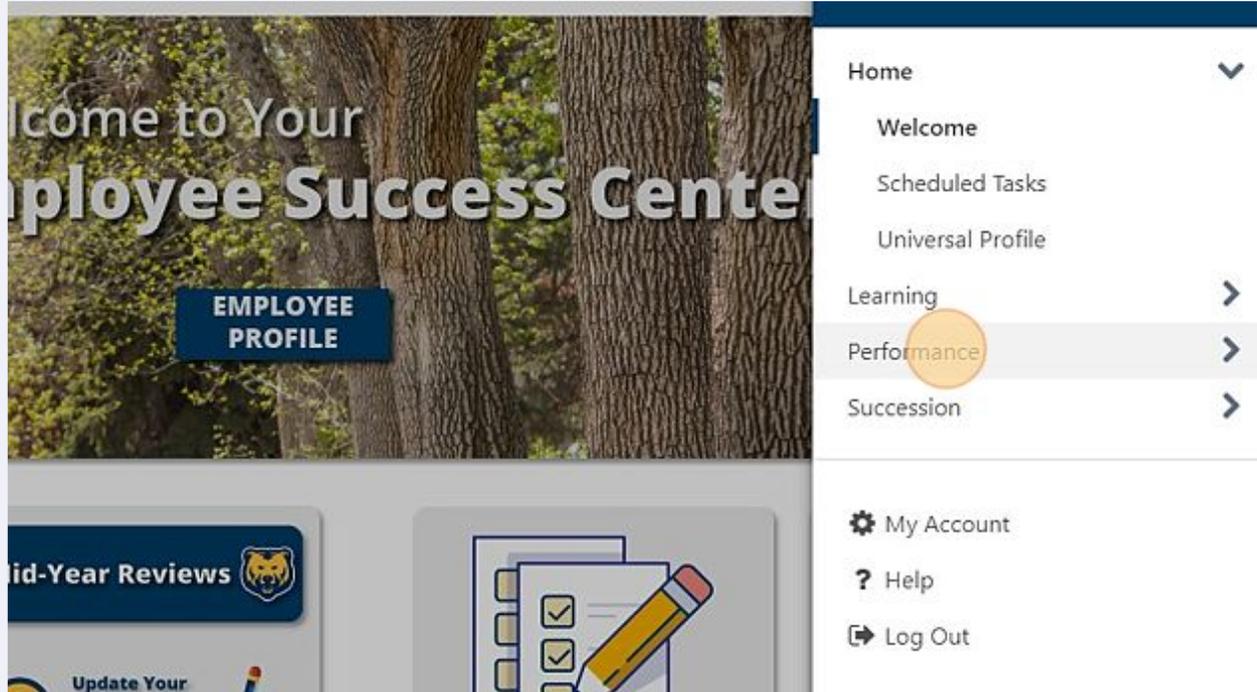


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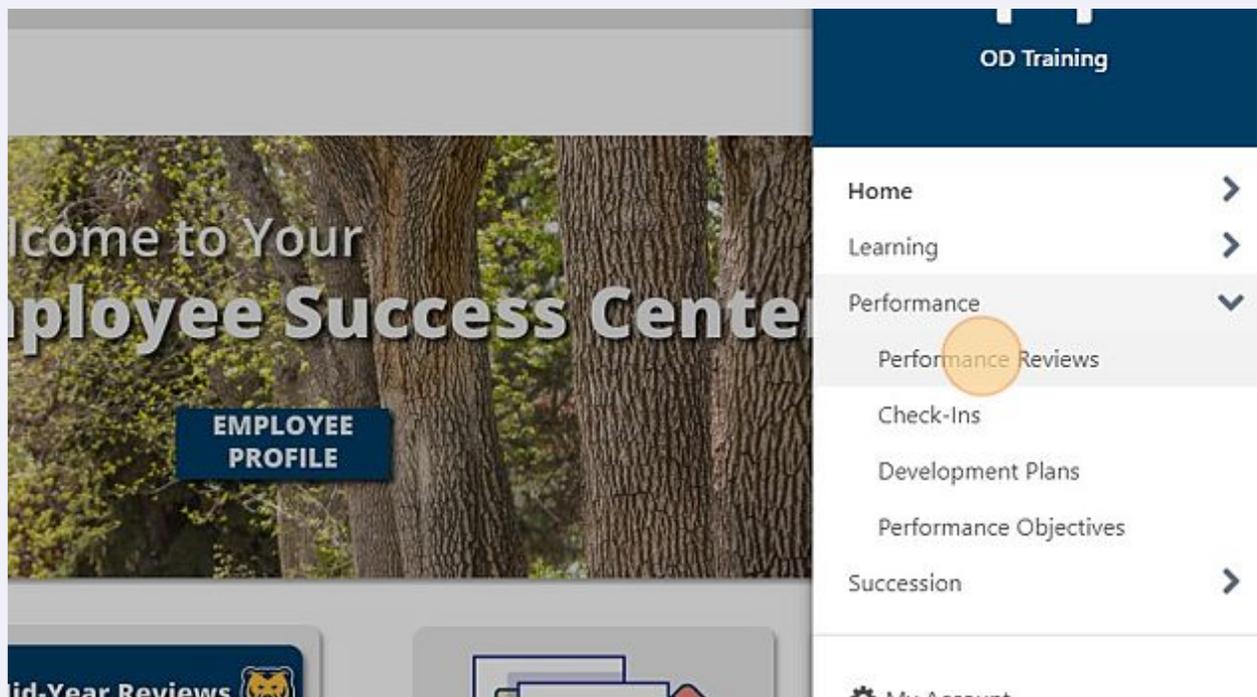
3. Or, you can click on the dropdown menu (top right corner).



5 Then, click "Performance"



6 And "Performance Reviews"



7

Click on the Performance Review you'd like to submit. Supervisors will have a list of direct reports to choose from.

My Assigned Reviews My Personal Reviews

Title: [Q Search](#)

Status: Not Started In Progress Completed Incomplete Expired

Title	Description	Status
Complete your Mid-Year Self Review	This is the template for FY23 mid-year evaluations for Profe...	Not Star

cornerstone

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Click "Get Started"

current Position Description Questionnaire and update if needed. Edit, discuss and evaluate individual

Progression

- Year Self Review 2/10/2023
- Supervisor Mid-Year Review
- Employee Mid-Year Sign Off
- Supervisor Mid-Year Sign Off

[Get Started](#)

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Core Competencies

9 Move to the "Core Competencies" section. Then, click "Select Objectives".

(TRAINING) FY23 Mid-Year Performance Management Form - Classified Employee

Options

Human Resources
4/1/2022 - 7/31/2023

0%

Core Competencies Performance Objectives

Select Objectives

Outline goals for the coming year. Be sure to list the significant duties and behaviors required for successful performance, i.e. identify what is expected in the performance of these objectives.

Overall Objectives Achievement

Total Weighted Progress : 52%

Job Knowledge/Potential

Possesses knowledge of established policies and procedures. Possesses sufficient skills and knowledge to perform all parts of the job effectively and efficiently. Maintains quality/quantity standards. Provides technical assistance to others and is consulted by others on technical matters. Pursues professional development. Displays innovation.



UNC recommends employees have 2-3 "Core Competencies" as a part of their yearly plan.

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Click on the Core Competencies that you (or your employee) created (see guide on Creating/Updating Objectives if you do not see any skills listed here). Then, add those selected.

<input type="checkbox"/>	Title	Due Date	Objective Type	Weight	Status	Progress
<input checked="" type="checkbox"/>	Job Knowledge/Potential	7/31/2023	Core Competencies - Classified	50 %	On Track	52 %

Cancel Add

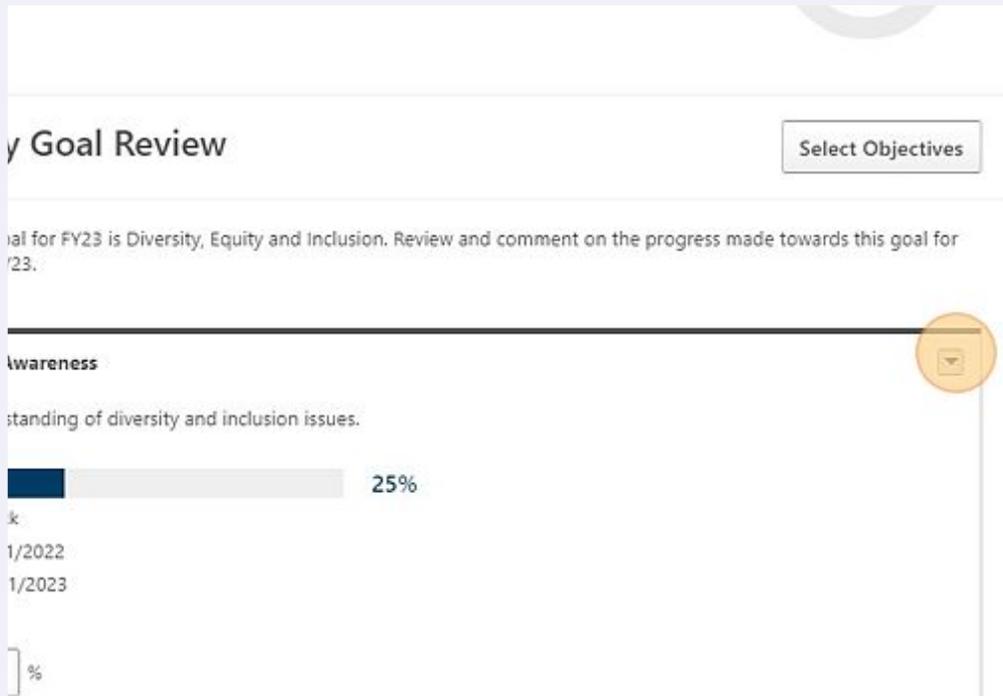


Note: some employees may have a change in goals/duties. The selection process allows employee/supervisors to disregard goals created in the planning stage. Simply leave those unchecked.

Reviewing Comments

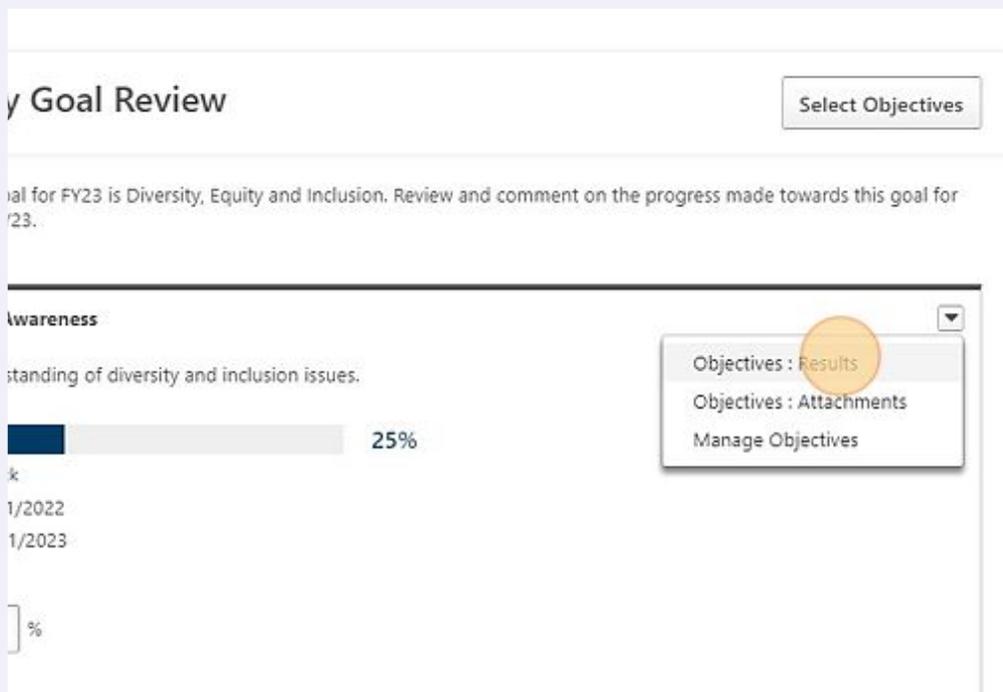
11

To see updates made to the goals/objectives, employees/supervisors can click the dropdown menu.



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The dropdown menu will allow users to see comments made, attachments, and make edits to the goal/objectives.



Scoring Employees

13 During the mid-year review and the final evaluation, employees and supervisors will be asked to rate their performance. Click "Select"

The screenshot shows a performance review interface. On the left is a sidebar with three items: 'Training and Develop...' (checked), 'Performance Objectives' (checked), and 'Sign Off Section' (unchecked). The main content area displays details for a selected objective: 'consulted by others on technical matters. Pursues professional development. Displays'. It includes a progress bar at 52%, status 'On Track', start date '4/1/2022', and due date '7/31/2023'. Below this is a 'Weight' field set to '100 %' and a 'Select' dropdown menu with an orange circle highlighting it. At the bottom is a 'Comments' section with a rich text editor toolbar.

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Choose the rating that best describes employee performance. Please visit our Cornerstone resource page to view the rating rubric.

The screenshot shows a performance review form. On the left, there are two sections: 'Performance Objectives' with a blue checkmark icon and 'Sign Off Section' with a white circle icon. The main area contains the following fields:

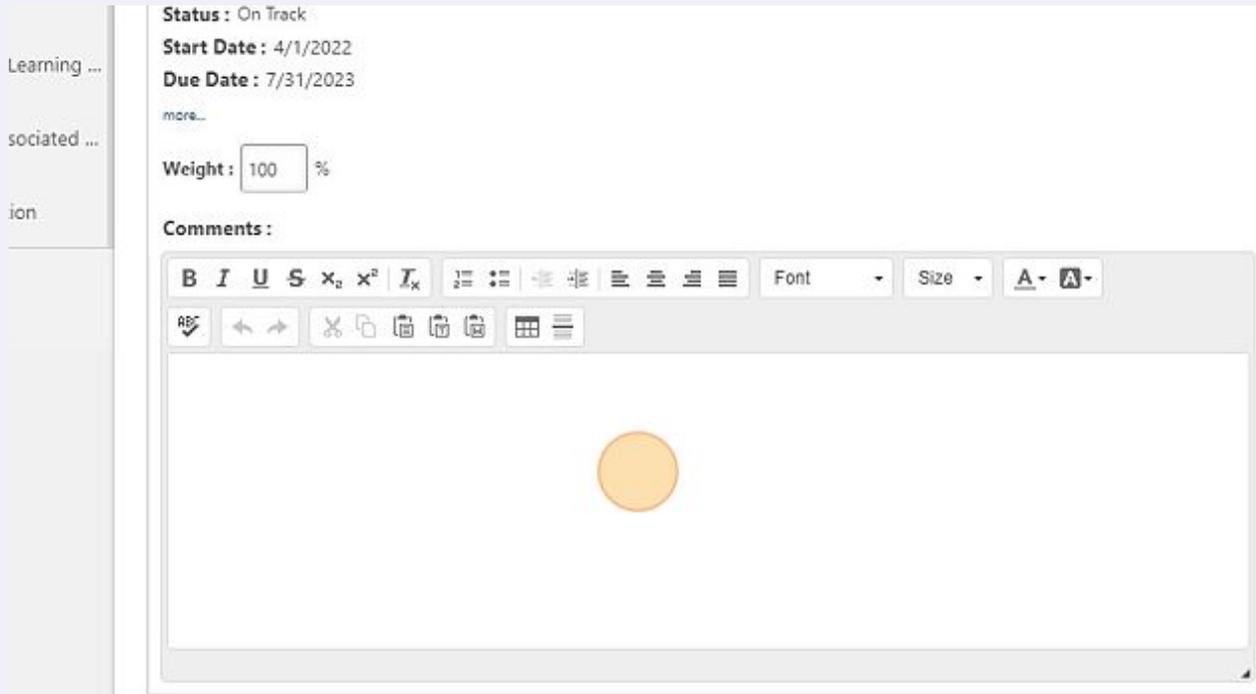
- Start Date:** 4/1/2022
- Due Date:** 7/31/2023
- more...** (link)
- Weight:** 100 %
- Rating:** A dropdown menu is open, showing the following options:
 - Select (with a checkmark)
 - Unacceptable
 - Needs Improvement
 - Effective
 - Highly Effective (highlighted with an orange circle)
 - Exceptional

Below the dropdown menu, there is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, list, and indent, along with a 'Font' dropdown menu.

Add Mid-Year Comments

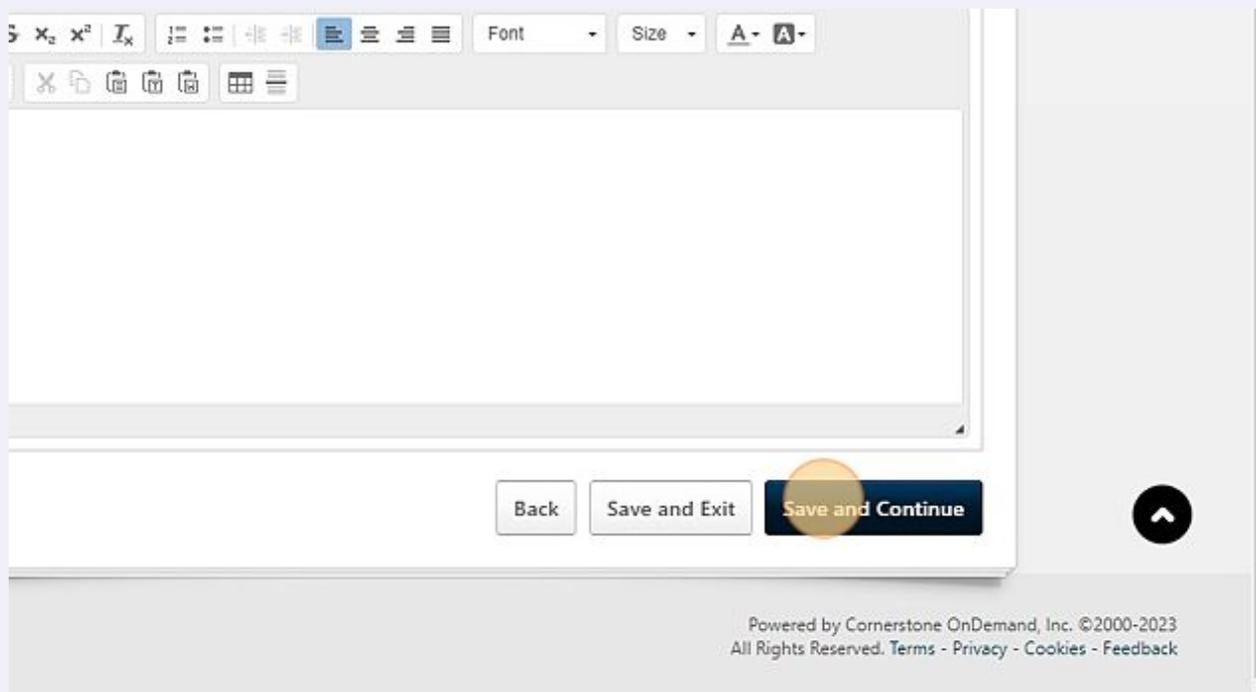
15

The comment section displayed on the mid-year review are recommended for supervisors to document mid-year snapshots.



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Click "Save and Continue" will continue to move you through the Mid-Year Review.



Performance Objectives

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The "Performance Objectives" section is where supervisors and employees can create/evaluate individualized goals for the employee.

The screenshot displays a performance management interface. On the left is a sidebar with five navigation items: 'Overview' (home icon), 'Core Competencies Pe...' (checkmark icon), 'Training and Develop...' (checkmark icon), 'Performance Objectives' (checkmark icon and highlighted with an orange circle), and 'Sign Off Section' (empty circle icon). The main content area shows a performance objective with the following details: 'Progress' (a dark blue bar), 'Status: On Track', 'Start Date: 4/1/2022', 'Due Date: 7/31/2023', and 'Weight: 100 %'. Below these is a dropdown menu set to 'Exceptional' with a help icon. The 'Comments' section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, text color, bulleted list, numbered list, indent, outdent, link, unlink, table, and table of contents.

Submit Review

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Once all sections are complete, "Submit" the review. Once submitted, both employee and supervisor will need to electronically sign the review.

