

CL - Performance - Updating Progress



- 1 Navigate to cornerstone.unco.edu

Navigate to the Performance Objectives

! You can access your Performance Objectives 2 ways...

- 2 1. You can click on the "STEP 1" section of the Mid-Year Review section on the main page.

The screenshot shows a user interface for performance reviews. On the left, there is a table with the following data:

	Due Date
ar Self Review	2/10/2023

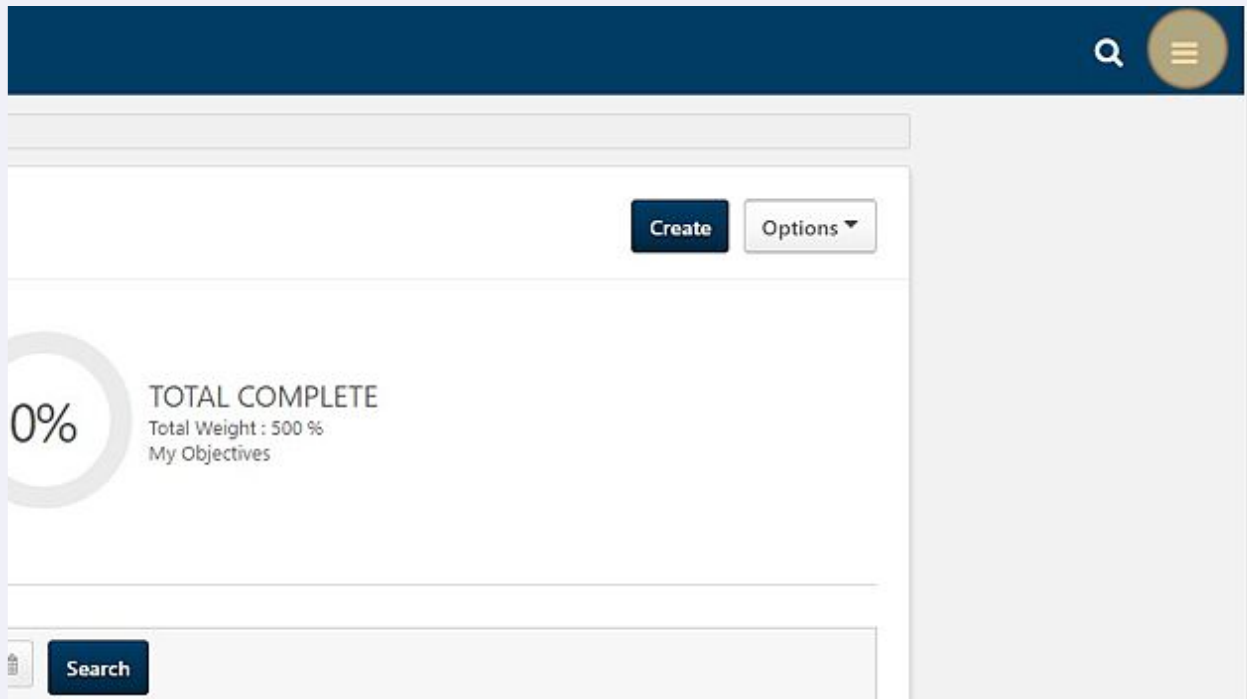
The main content area features a 'Mid-Year Reviews' section with two steps:

- 1 Update Your Goals & Objectives
- 2 Evaluate Mid-Year Plan

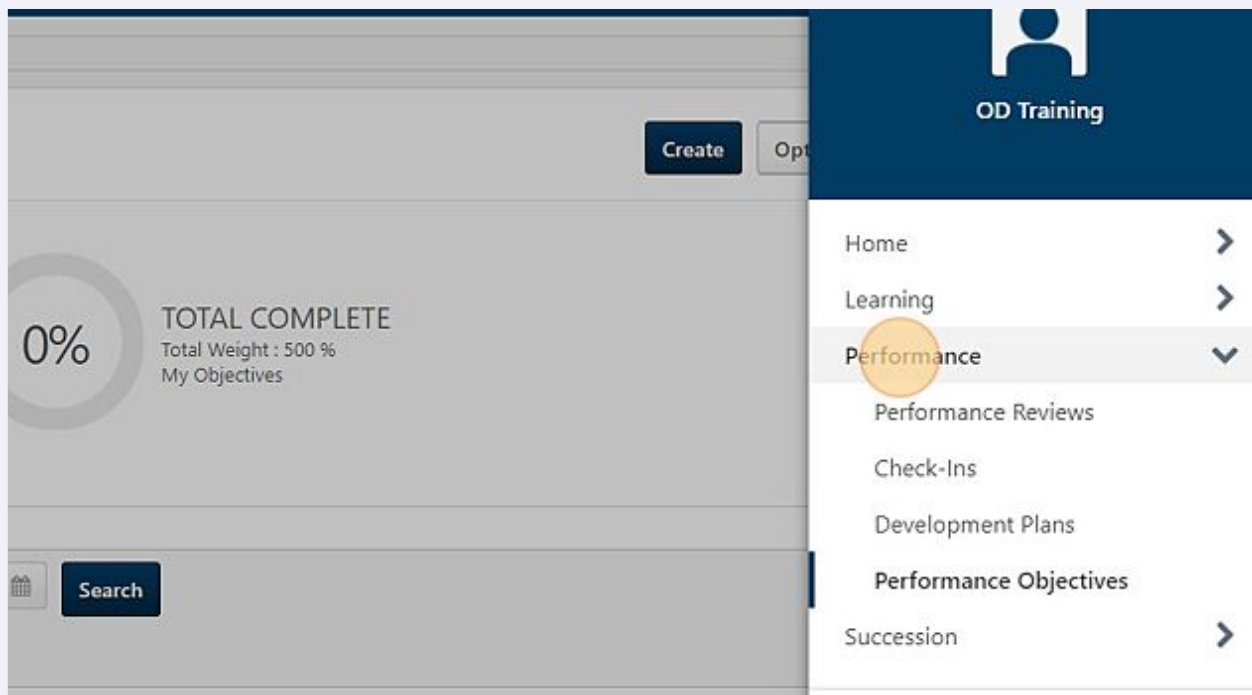
Below the steps, it says: (click on step above to complete step)

To the right, there is a 'PERFORMANCE PLANNING' section with a checklist icon and a pencil.

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



4 Then, click "Performance"

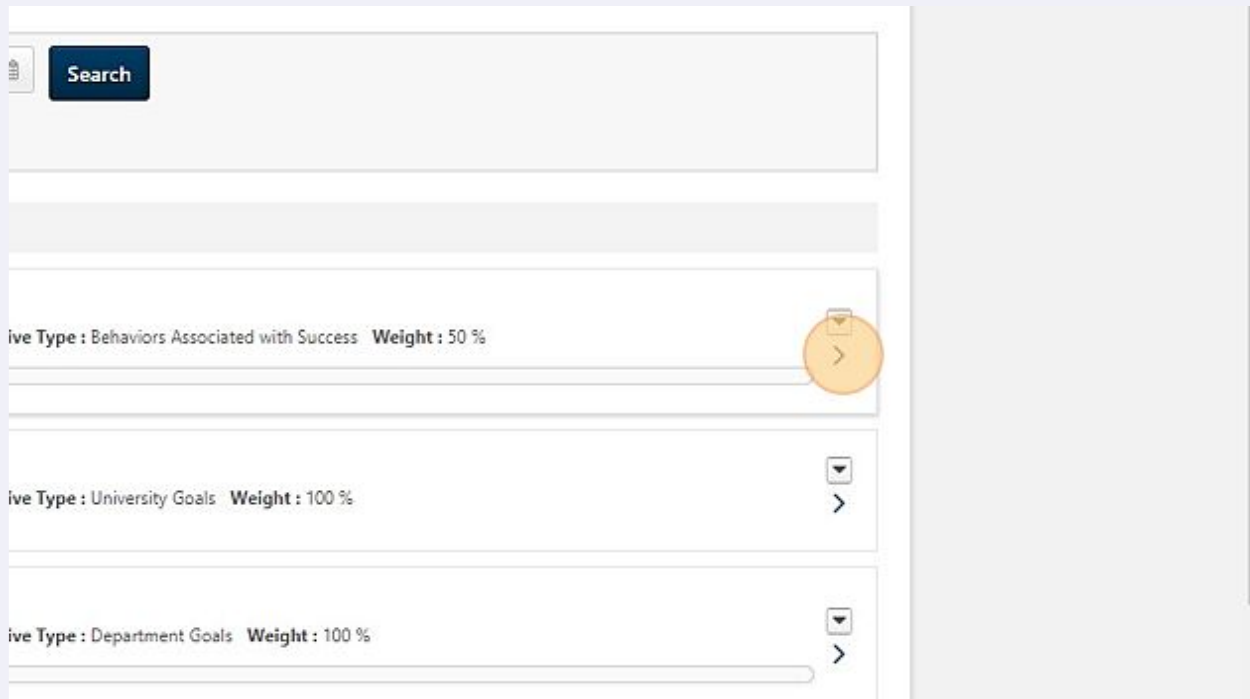


5 And "Performance Objectives"

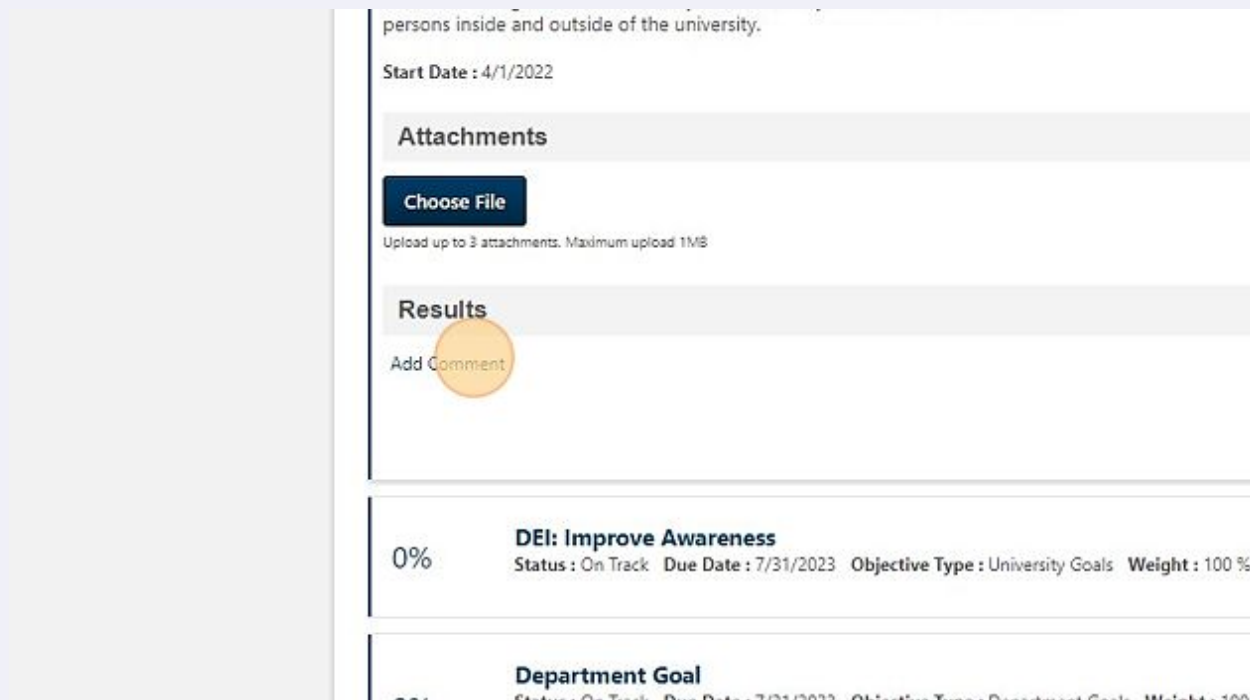
The screenshot displays a user interface with a navigation menu on the right side. The menu items are: Home, Learning, Performance, Performance Reviews, Check-Ins, Development Plans, Performance Objectives (highlighted with an orange circle), Succession, My Account, Help, and Log Out. The main content area on the left shows a progress indicator for 'TOTAL COMPLETE' at 0%, with a total weight of 500% and 'My Objectives' listed below. A search bar is visible, and a section titled 'Objective Type : Behaviors Associated with Success' with a weight of 50% is partially visible at the bottom.

Edit/Update Current Objectives

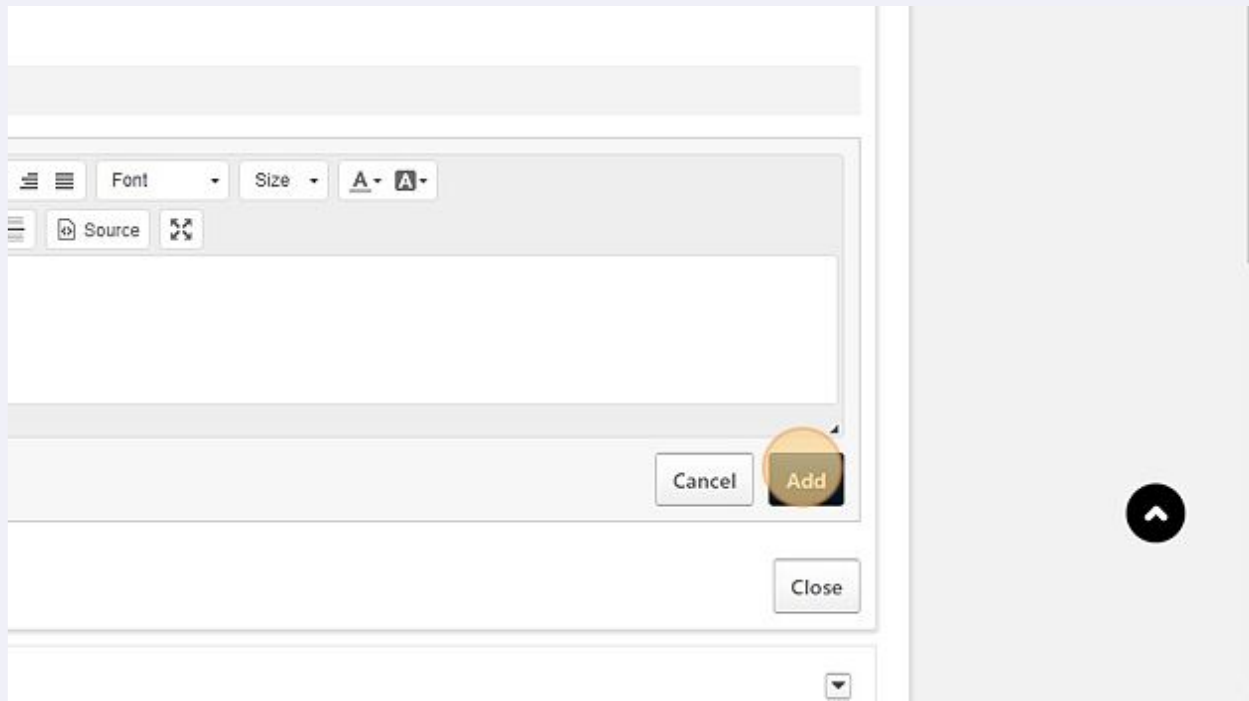
6 To expand the information related to a goal/objective, click on the sideways arrow.



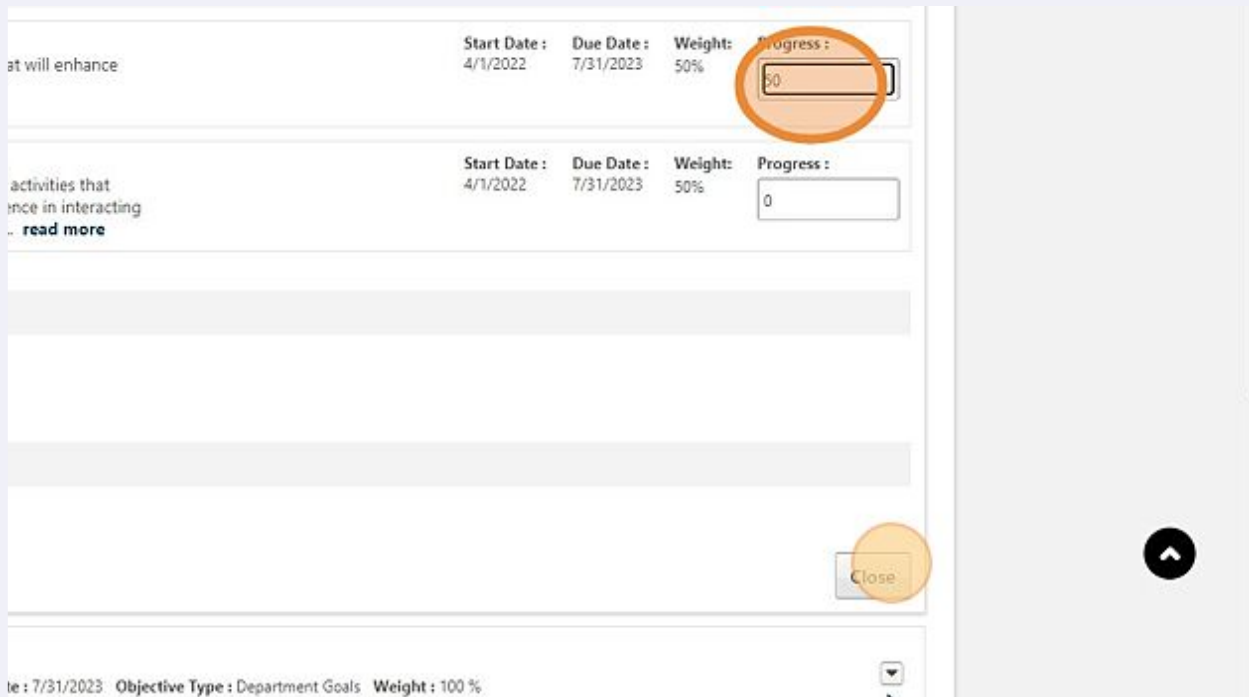
7 Once the goal/objective has been expanded, you can add attachments and make comments.



8 Click "Add" to save comments.



9 You can also enter progress percentages to any tasks you've listed within a goal/objective. Once finished with updates, "Close" the section.



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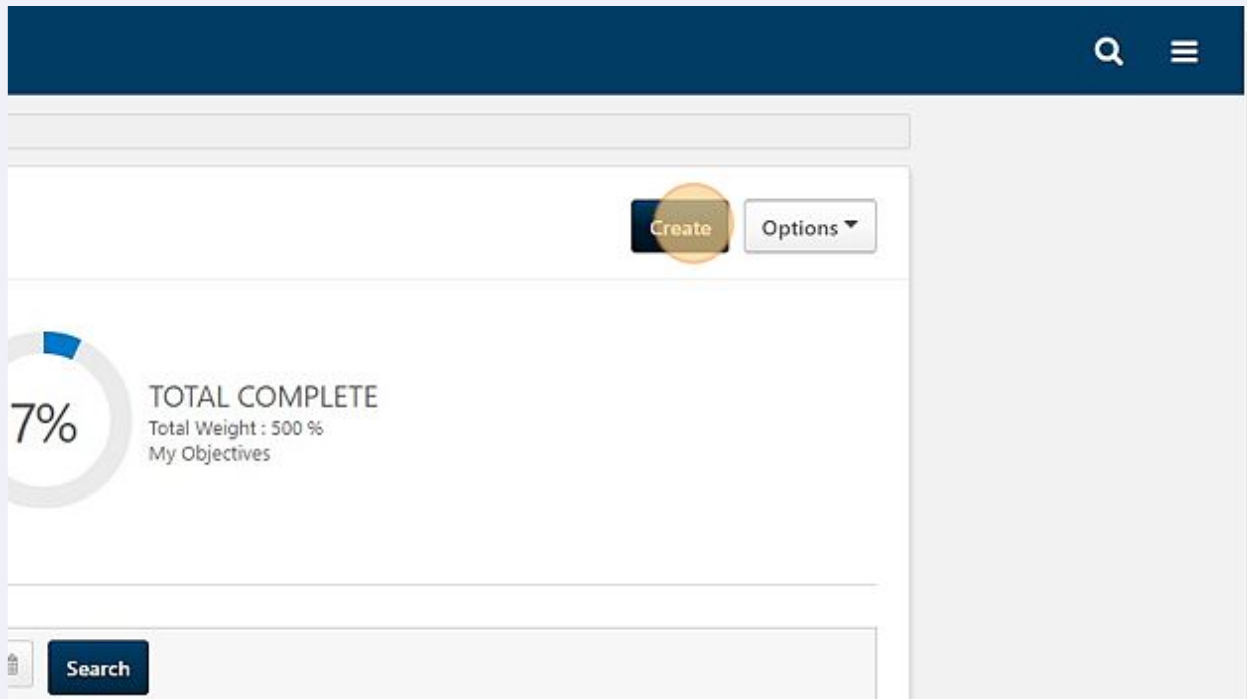
You can also update the status of a goal by sliding the bar under a given objective.

The screenshot displays a dashboard titled "My Objectives" with four goal cards. Each card shows a 0% progress bar on the left, a title, status, due date, objective type, and weight. A yellow circle highlights the progress bar of the first goal, "Communication".

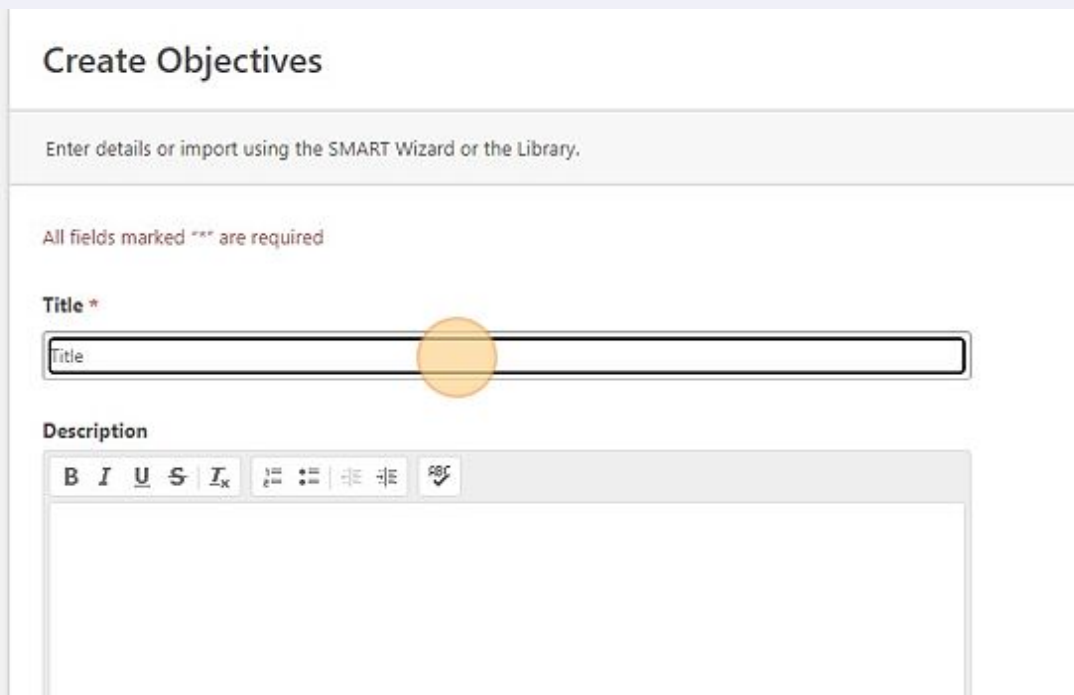
Objective Title	Status	Due Date	Objective Type	Weight
Communication	On Track	7/31/2023	Behaviors Associated with Success	
DEI: Improve Awareness	On Track	7/31/2023	University Goals	100 %
Department Goal	On Track	7/31/2023	Department Goals	100
Individual Goal 1	On Track	7/31/2023	Individual Goals	50 %

Creating a New Objective

- 11 At the top of the Performance Objective's screen, click "Create"



- 12 Add a title and description for your goal. You can also choose to create a new goal from the Library (top right corner).

A screenshot of a 'Create Objectives' form. The form has a title 'Create Objectives' and a subtitle 'Enter details or import using the SMART Wizard or the Library.' Below this, there is a note 'All fields marked "*" are required'. The 'Title' field is a text input box with a yellow circle highlighting it. Below the 'Title' field is a 'Description' field with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and undo.

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If you already have goals assigned to a specific section, you may not be able to add the correct weighting. If you cannot save, enter "0" for the new goal's weight.

The screenshot shows a goal creation form with the following fields and sections:

- Start Date ***: 4/1/2022 (with a calendar icon)
- Due Date ***: 7/31/2023 (with a calendar icon)
- Weight ***: A text input field containing the number "0", which is highlighted with a yellow circle.
- Objective Type ***: A dropdown menu with "Select" and a downward arrow.
- Tasks and Targets**: A button labeled "Add Tasks or Targets".
- Attachments**: A section header with a blue underline.

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Select the category that best describes the type of goal/objective you've created.

The screenshot shows a goal creation form with the following fields and sections:

- Start Date ***: 4/1/2022 (with a calendar icon)
- Due Date ***: 7/31/2023 (with a calendar icon)
- Weight ***: A text input field containing the number "25".
- Objective Type ***: A dropdown menu with "Select" and a downward arrow, highlighted with a yellow circle.
- Tasks and Targets**: A button labeled "Add Tasks or Targets".
- Attachments**: A section header with a blue underline, containing a "Choose File" button.
- Upload up to 3 attachments. Maximum upload 1MB

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Click "Submit" to create the goal/objective. **"Save as Draft" keeps the goal in draft form.

