

Submitting Final Reviews



- 1 Navigate to cornerstone.unco.edu

Access the Final Review

- 2 Click on "STEP 2" using the Evaluate Review banner on the home page.

	Due Date
Review	6/16/2023

Final Reviews

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

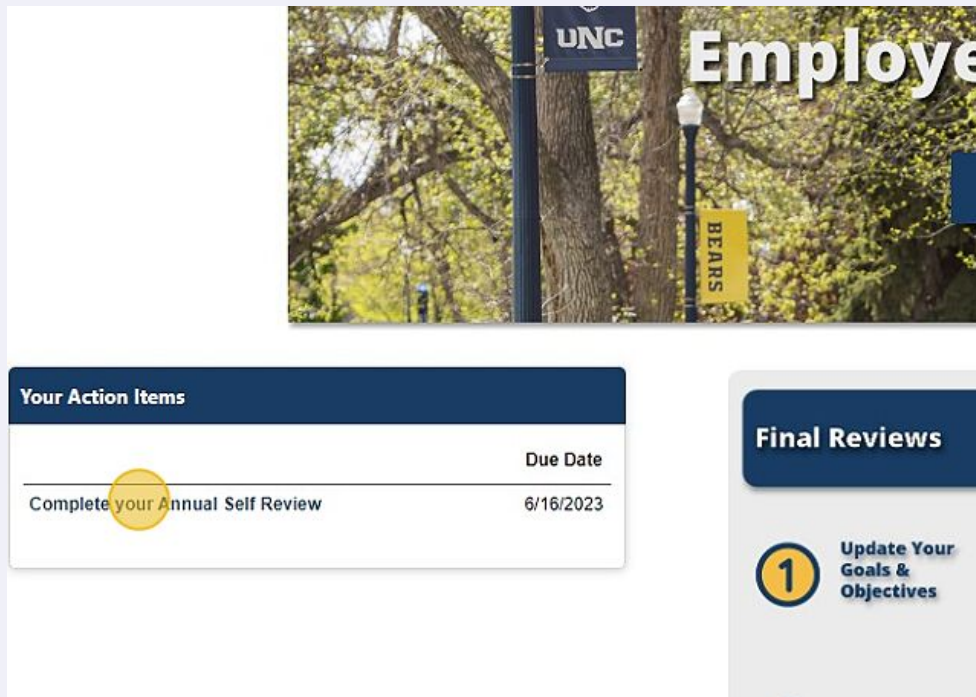
(click on step above to complete step)

PERFORMANCE PLANNING



You can also access your review by clicking on your "Action Items" task list.

3 You can click on the title of the review you wish to complete.

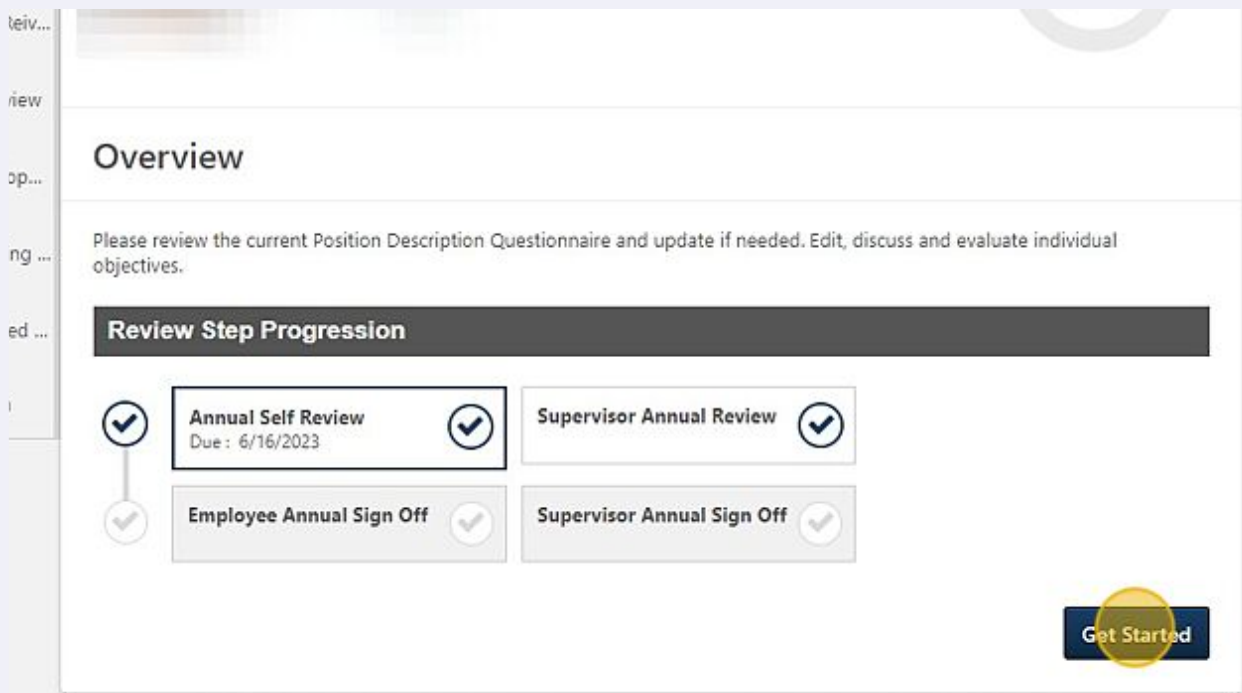


The screenshot shows the UNC Employee portal. At the top, there is a banner with the UNC logo and the word "Employee". Below the banner, there are two main sections: "Your Action Items" and "Final Reviews".

Your Action Items	
	Due Date
Complete your Annual Self Review	6/16/2023

The "Final Reviews" section contains a numbered list starting with "1 Update Your Goals & Objectives". A yellow circle highlights the text "your" in the "Your Action Items" table.

4 Click "Get Started"



The screenshot shows the "Overview" page in the UNC Employee portal. The page title is "Overview". Below the title, there is a paragraph of text: "Please review the current Position Description Questionnaire and update if needed. Edit, discuss and evaluate individual objectives."

Below the text, there is a section titled "Review Step Progression" with a progress bar. The progress bar shows four steps, each with a checkmark icon:

- Annual Self Review (Due: 6/16/2023)
- Supervisor Annual Review
- Employee Annual Sign Off
- Supervisor Annual Sign Off

A yellow circle highlights the "Get Started" button in the bottom right corner of the page.

5 Select the section you'd like to review.

FY23 Annual Employee Success Plan Review - Professional Admin

University Goal Review

The University Goal for FY23 is Diversity, Equity and Inclusion. Review and comment on the progress in the first half of FY23.

Back Save and Exit

6 Then, click "Select Objectives" to bring goals/objectives in to your final review.

FY23 Annual Employee Success Plan Review - Professional Admin Options

17%

University Goal Review Select Objectives

The University Goal for FY23 is Diversity, Equity and Inclusion. Review and comment on the progress made towards this goal for the first half of FY23.

Back Save and Exit Save and Continue

7

Select the goals/objectives that continue to be relevant for the mid-year review.

UNIVERSITY OF NORTHERN COLORADO

You are currently logged in as OD Training

Select Goals

Goals for the Period 7/1/2022 - 7/31/2023

<input type="checkbox"/>	Title	Due Date	Objective Type	Weight
<input checked="" type="checkbox"/>	DEI: Improve Awareness	7/31/2023	University Goals	100 %

Individual Goal Review

Professional Developm...

University Goal Review



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.

8

"Add" all relevant goals.

The screenshot shows a 'Goal Review' interface. A modal window is open, displaying a table with the following data:

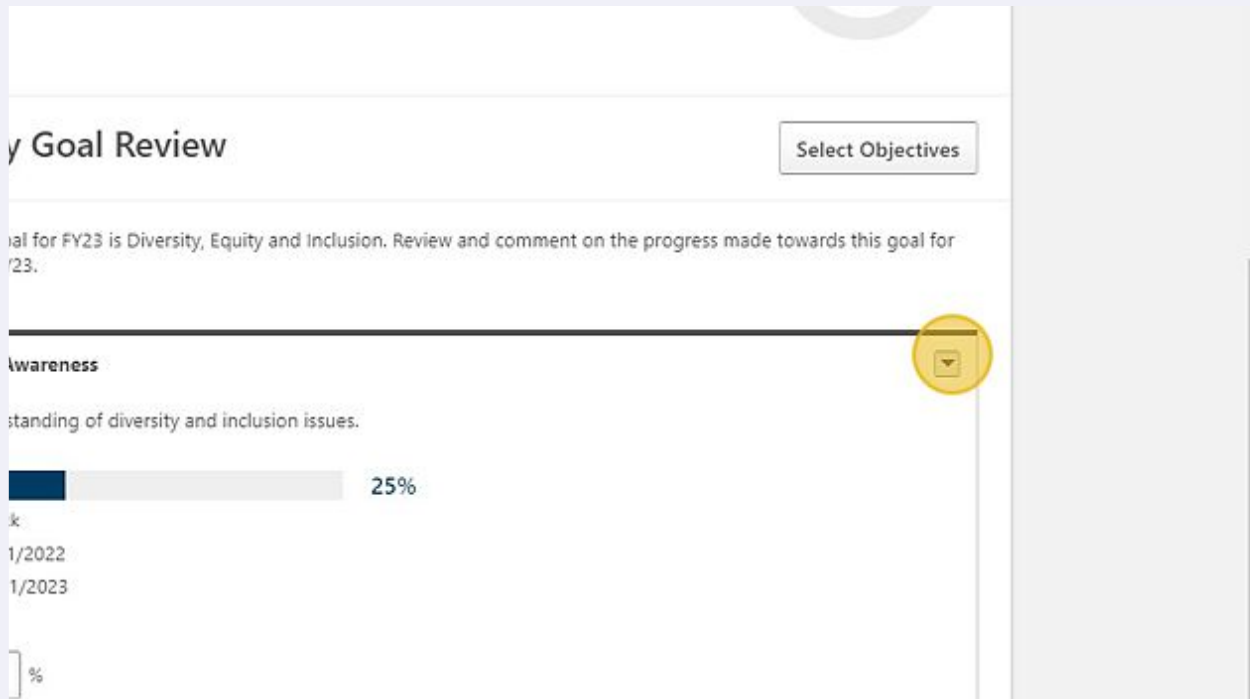
Due Date	Objective Type	Weight	Status	Progress
7/31/2023	University Goals	100 %	On Track	25 %

At the bottom of the modal window, there are two buttons: 'Cancel' and 'Add'. The 'Add' button is highlighted with a yellow circle. In the background, the 'Goal Review' page is visible, showing a 'Select Objectives' button and a text area with the following text: 'Goal for FY23 is Diversity, Equity and Inclusion. Review and comment on the progress made towards this goal for FY23.'

Reviewing Comments

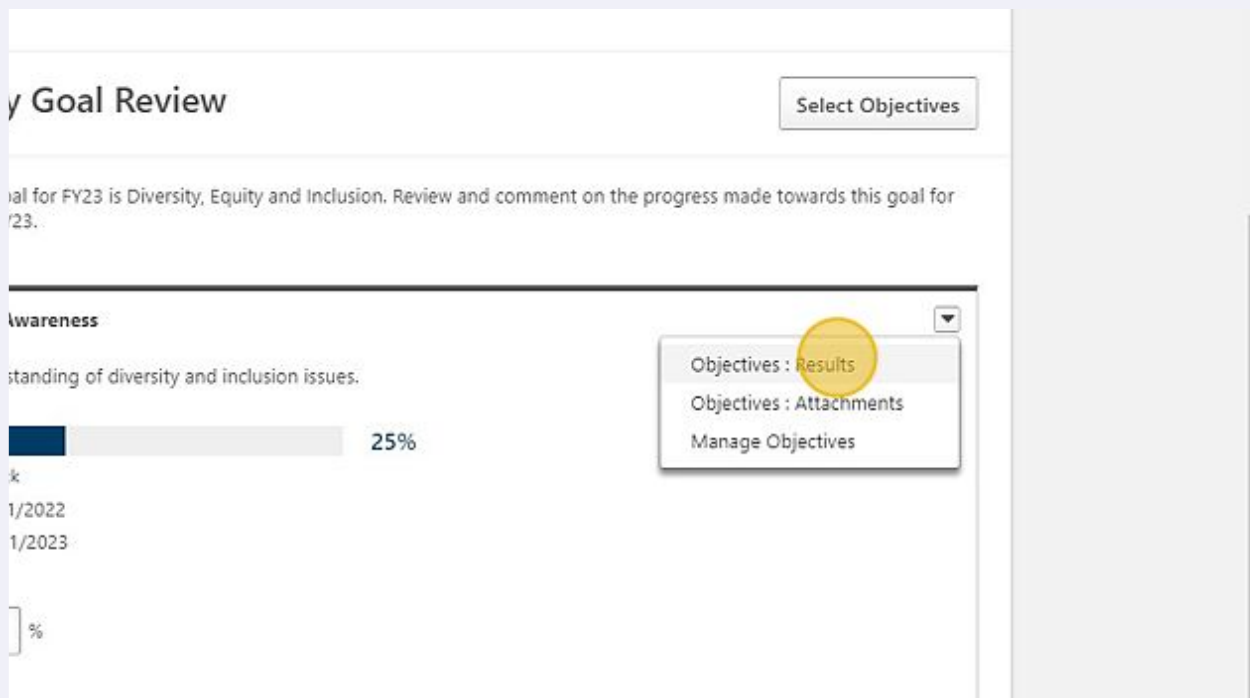
9

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



10

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



Add Comments

11

The comment section displayed on the review are recommended for supervisors to document employee progress.

Learning ...

sociated ...

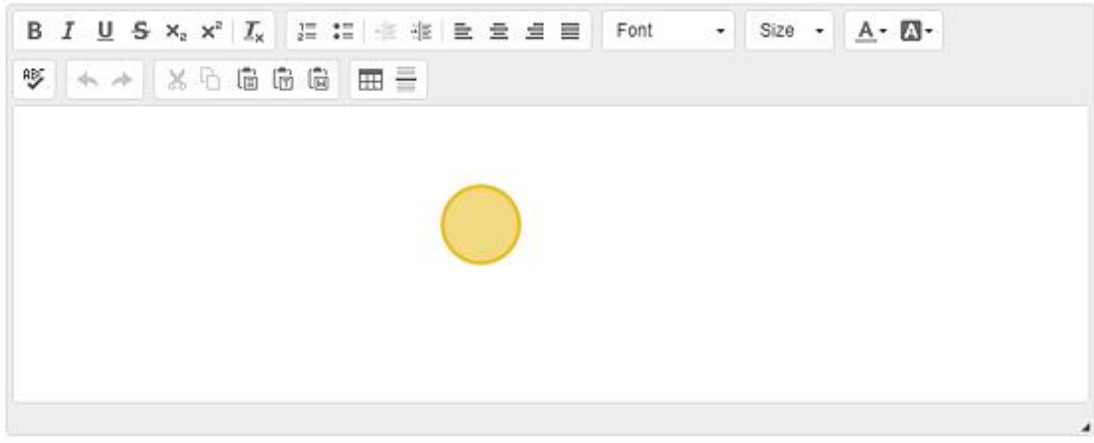
ion

Status : On Track
Start Date : 4/1/2022
Due Date : 7/31/2023

more...

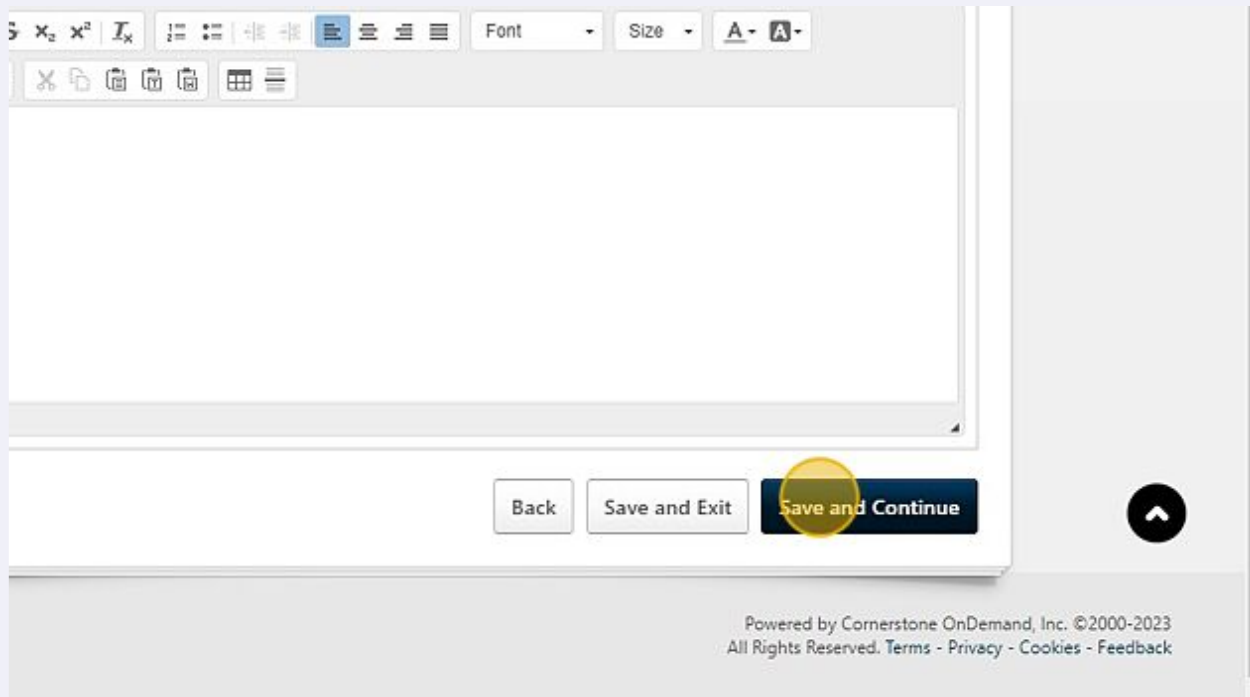
Weight : %

Comments :



A rich text editor toolbar is displayed above a large text input area. The toolbar includes standard text formatting options: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), subscript (x₂), superscript (x²), and text color (T_x). It also features alignment options (left, center, right, justified), font and size dropdown menus, and text color/size icons. The text area below the toolbar is mostly empty, with a single yellow circle centered in the middle.

12 Click "Save and Continue" will continue to move you through the review.



13 The "Behaviors Associated with Success" section is where both the employee and supervisor will rate the employee's progress.



14 Click "Select" box.

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside a

Progress: 20%

Status: On Track

Start Date: 4/1/2022

Due Date: 7/31/2023

more...

Weight: 50 %

Select

Comments:

B I U S x₂ x² I_x | **Font** **Size**

Department Goal Reiv...

Individual Goal Review

Professional Developm...

Professional Learning ...

Behaviors Associated ...

Sign Off Section

15 Choose the appropriate rating.

more...

Weight: 50 %

Select

- Select
- Unacceptable
- Needs Improvement
- Effective
- Highly Effective
- Exceptional

Professional Learning ...

Behaviors Associated ...

Sign Off Section

B I U S x₂ x² I_x | **Font** **Size**



UNC recommends employees have 2-3 "Behaviors Associated w/Success" as a part of their yearly plan.