

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.

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

Mid-Year Reviews

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

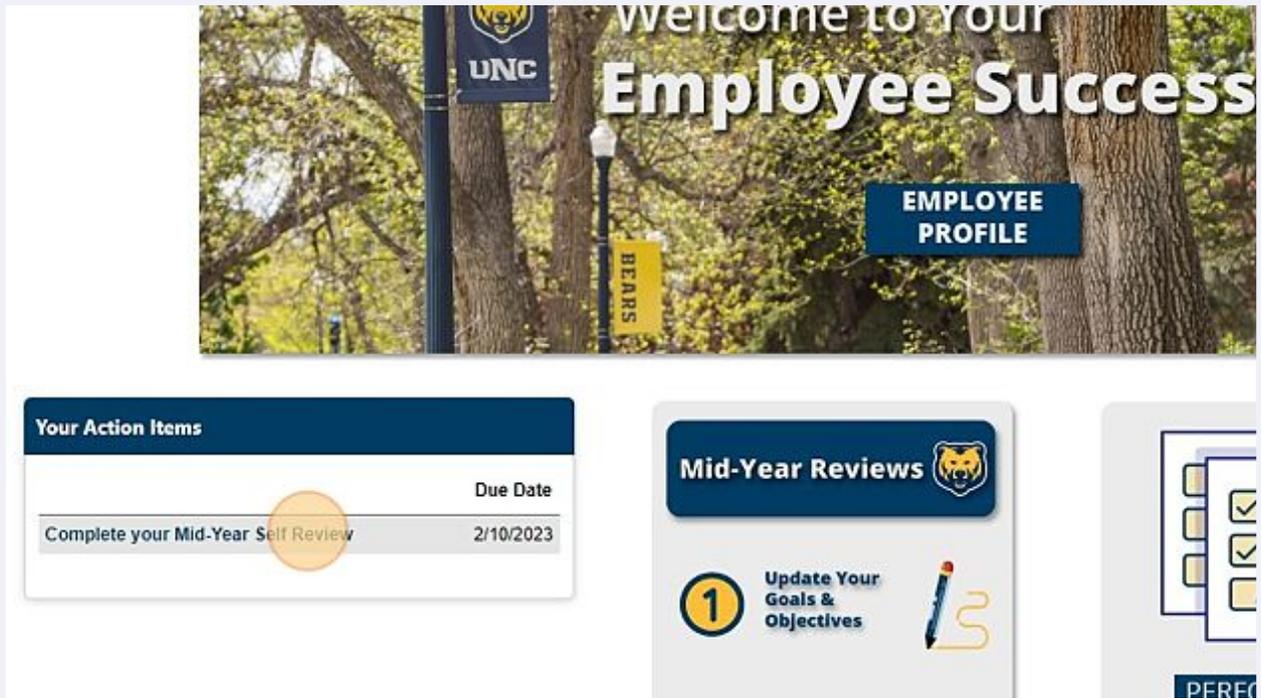
(click on step above to complete step)

PERFORMANCE PLANNING

PROFILE

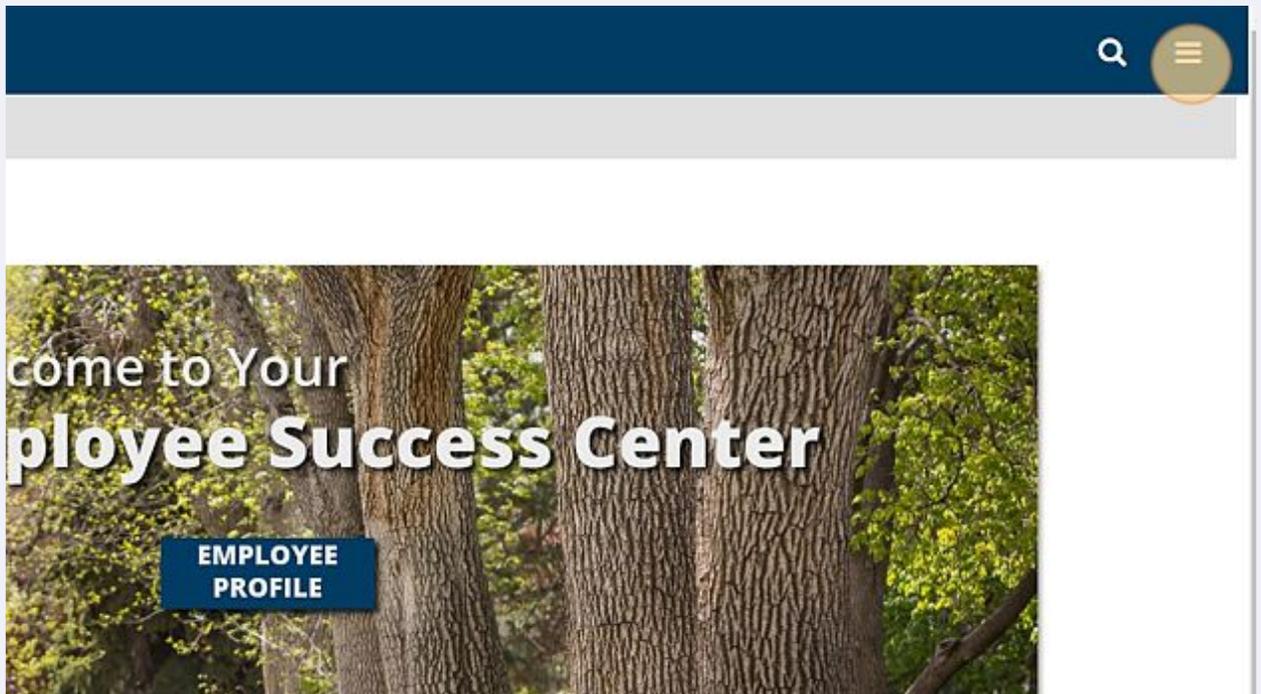
3

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

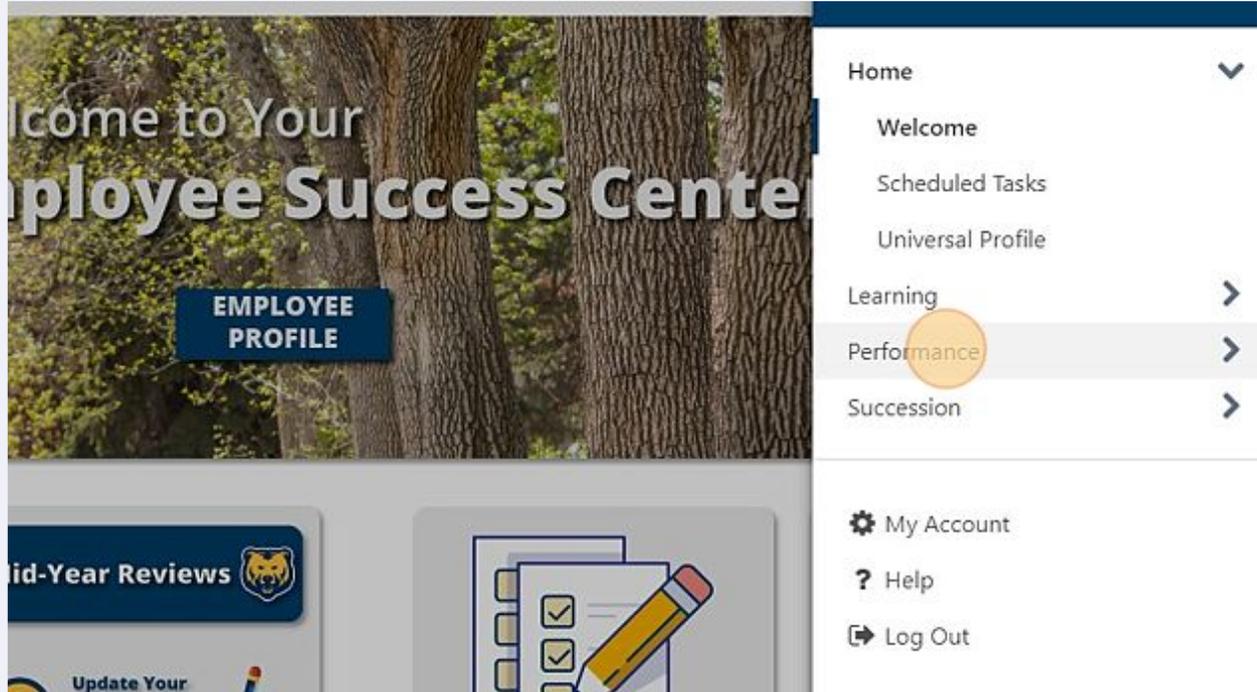


4

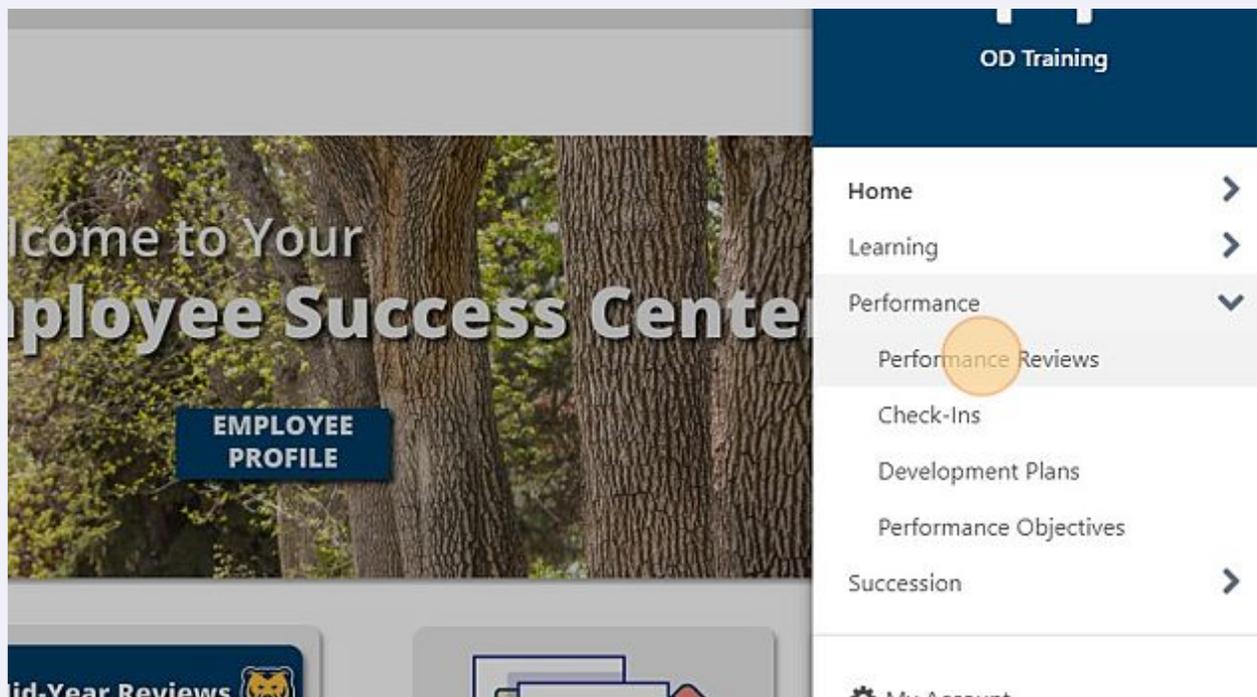
3. Or, you can click on the dropdown menu (top right corner).



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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Select the section you'd like to review. Then, click "Select Objectives" to bring goals/objectives in to your mid-year review.

(TRAINING) FY23 Mid-Year Employee Success Plan Review - Professional Admin

Options ▾

Overview

University Goal Review

Department Goal Reiv...

Individual Goal Review

Professional Developm...

Professional Learning ...

Behaviors Associated ...

Sign Off Section

OD Training
7/1/2022 - 7/31/2023

0%

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

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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 %

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.

11 "Add" all relevant goals.

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

Cancel Add

Goal Review

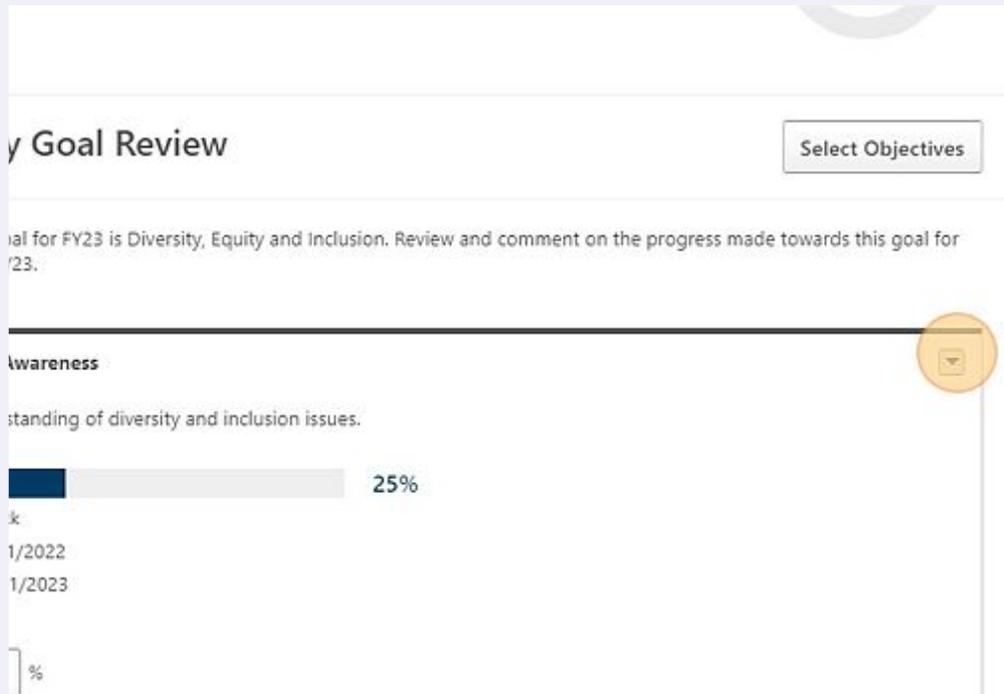
Select Objectives

Goal for FY23 is Diversity, Equity and Inclusion. Review and comment on the progress made towards this goal for FY23.

Reviewing Comments

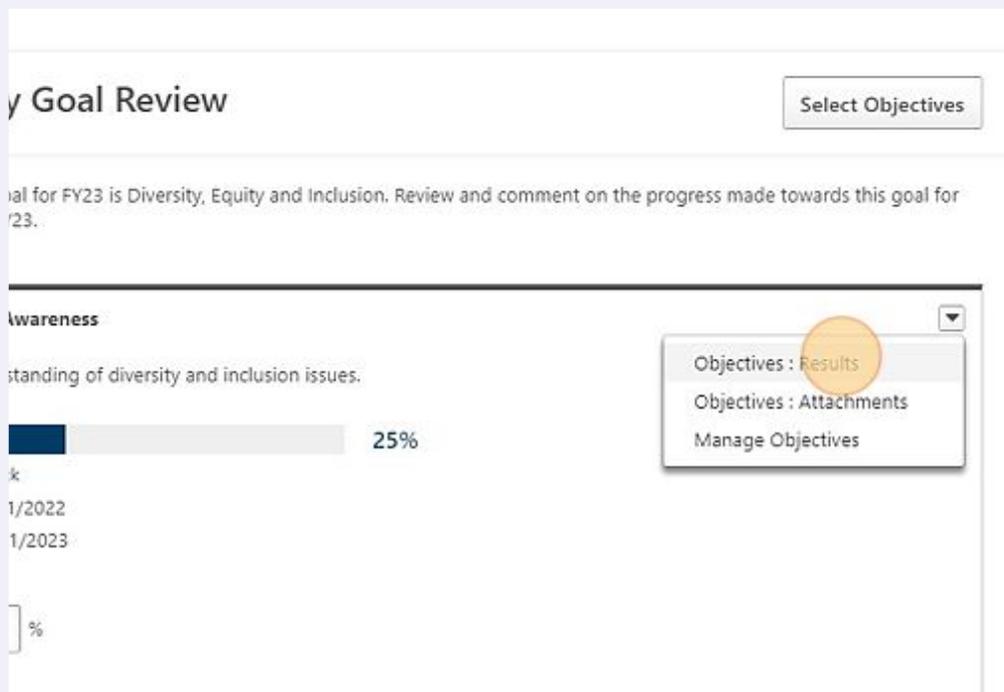
12

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

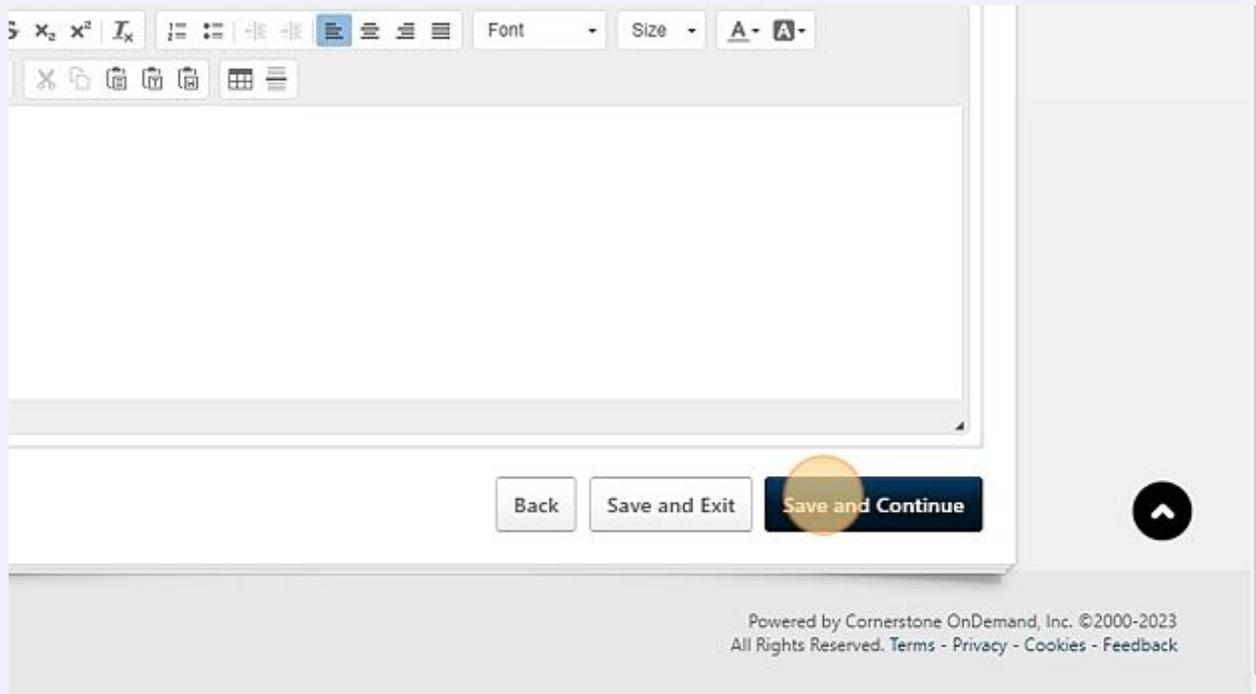


13

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



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



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



17 Click "Select" box.

Department Goal Reiv...
Individual Goal Review
Professional Developm...
Professional Learning ...
Behaviors Associated ...
Sign Off Section

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 -

18 Choose the appropriate rating.

Professional Learning ...
Behaviors Associated ...
Sign Off Section

more...

Weight: 50 %

Select

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

| Font - Size -



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