

Final Performance Evaluation: Classified Staff

Steps for Supervisor

A “Final Performance Evaluation” task will appear in your “My Tasks” box for EACH of your Direct Reports.

University of Colorado Boulder

You are currently logged in as Chip Buffalo

Welcome, Chip!

To the University of Colorado Boulder's new Performance Management Solution.

Why Performance Management Matters

Effective performance management processes like the one in place at CU Boulder can help organizations and individuals achieve excellence by:

- Aligning work and resources to clearly defined institutional aspirations and imperatives
- Establishing clear expectations between employees and supervisors around work, professional development, and career growth opportunities
- Reinforcing organizational values

Effectively setting and reviewing individual employee expectations and closely tying them to the University's Strategic Imperatives not only enhances performance in an effective and efficient way, but also builds a collaborative relationship between an employee and their supervisor that is focused on using feedback as a professional tool.

Performance Evaluation Process

What can I expect this year?

The entire performance management process will consist of:

1. An initial planning exercise
2. A formal coaching check-in between supervisors and employees to review plan progress
3. Recommended quarterly check-in coaching sessions
4. A final performance evaluation

February-March:
You and your supervisor will work together to define expectations aligned with the [University's Strategic Imperatives](#).

April-July:
You and your supervisor will occasionally check-in with each other to review plan progress, providing & collecting feedback through in person, two-way dialogue.

October:
You and your supervisor will formally check-in for the mid-year coaching task, within Cornerstone, and review your progress towards your plan. Updates and comments should be made within Cornerstone during this formal check-in.

January:
You will be asked to review the progress that you made towards your plan over the past year and will have the option to comment. Your supervisor will be asked to do the same, and a final performance evaluation and rating will be assigned.

Ask Questions and Provide Cornerstone Feedback

The use of Cornerstone for performance management is new to CU Boulder, therefore, we request that you share your thoughts regarding your experiences with this solution. We will use your feedback to evolve our configuration of Cornerstone to ensure it is meeting the ongoing needs of our campus.

To provide feedback or request assistance with the Cornerstone tool, please fill out the [Cornerstone Help Form](#).

My Performance Plan

My Profile

My Inbox

No Items

My Tasks

	Due Date
2019-2020 Final Performance Evaluation for Little Buffalo	2/25/2019

Disclaimer

Please be advised that the content within the Cornerstone tool is intended for providing performance management feedback and will not be monitored or considered a resource for policy violation reporting purposes. Allegations of workplace misconduct, F&A retaliation, reporting, amorous relationship policy violations, sexual misconduct, protected class discrimination or harassment or retaliation should be reported through established reporting channels: see [The Office of Institutional Equity and Compliance reporting and resolution options](#). For a list of confidential and non-confidential campus resources, please refer to: [The Office of Institutional Equity and Compliance resources](#).

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- Click on the Task

• Read the Overview

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation (little buff)' page. The user is logged in as 'Chip Buffalo'. The page features a sidebar with navigation links: Overview (selected), Classified Goal Rating, Summary, Classified Year-End Eva..., and Supervisor Sign-Off. The main content area displays the employee's name 'Little Buffalo', title 'Admin Assistant I', and dates '4/1/2019 - 3/31/2020'. A progress indicator shows '0%'. Below this is an 'Overview' section with text explaining the purpose of the performance evaluation. A 'Review Step Progression' section shows a vertical flow of steps: Supervisor Review (due 2/25/2019), Reviewer Sign Off, Employee Acknowledgment, and Supervisor Sign Off. Each step has a checkmark icon. A red circle highlights the 'Get Started' button at the bottom right of the main content area. The footer includes the Cornerstone logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2019 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation (little buff)

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

0%

Overview

The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee's Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any offline processes as part the year end review, be sure to upload those documents as attachments to the task as well by clicking the "option" dropdown in the upper-right corner.

Review Step Progression

Supervisor Review ☒ Due: 2/25/2019

Reviewer Sign Off ☒

Employee Acknowledgment ☒ Supervisor Sign Off ☒

Get Started

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• Click "Get Started"

- **Assign weight % and select a rating and enter comments for each Goal, Job Duty, or Competency** (note: all goals, job duties and competencies will be on one page)

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation

Options

Overview
Classified Goal Rating
Summary
Classified Year-End Eva...
Supervisor Sign-Off

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

100%

Classified Goal Rating

Supervisors: Please review, weight, and rate Little Buffalo's performance for each goal, and provide comments where necessary. Once the Appointing Authority/Reviewer has reviewed the Performance Plan, meet with the employee before signing off on the year-end evaluation.

Reviewers: Please review the supervisor's comments, weights, and ratings to ensure alignment. Any suggested revisions should be made as a comment for the supervisor, and the re-open button should be used to send the task back to the supervisor.

Employee: Please review your year-end performance evaluation with your supervisor, provide any comments to your supervisor, and prepare for an in-person meeting with your supervisor to discuss your year-end evaluation. Once this meeting has occurred, log back into Cornerstone and sign the acknowledge page.

****OIT Mandatory Goal 1 - Training Goal**

Goal: Take and pass required training.
The following five OIT-required trainings must be completed at least once every two performance cycles. Credit will be given this cycle for employees completing these trainings between February 1, 2018 and January 31, 2020... [more...](#)

Status: In Progress
Start Date: 4/1/2019
Due Date: 1/31/2020
[more...](#)

Weight: 0 %

Select

Comments:

Back Save and Exit Save and Continue **Submit**

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*You may click "Save and Exit" to be able to resume the Task at a later time

- **Click "Submit"**

- **Summary of Classified Goal Rating** (Note: Overall rating is displayed in decimals.
Ex: 2.71=271 on the Classified Rating Scale)

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

100%

Summary

Overall Rating ⓘ
Level 3 - Exceeding Expectations (2.71-3.00)

	Supervisor Review
Classified Goal Rating	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)
Overall ⓘ	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)

Back Submit

cornerstone

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- Click “Submit”

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

- You will receive a notice that once submitted you cannot modify, click “Submit”

Confirmation Page Appears!

The screenshot displays the University of Colorado Boulder's performance evaluation interface. At the top, a black header bar contains the university logo and name on the left, and search and menu icons on the right. Below the header, a grey bar indicates the user is logged in as 'Chip Buffalo'. The main content area features a sidebar on the left with navigation links: Overview, Classified Goal Rating, Summary, Classified Year-End Eva..., and Supervisor Sign-Off. The central panel is titled '2019-2020 Classified Staff Year End Evaluation' and includes an 'Options' dropdown. It displays a profile for 'Little Buffalo', an Admin Assistant I, with a photo and the period 4/1/2019 - 3/31/2020. A large circular progress indicator shows 100% completion. A message at the bottom of the panel reads: 'Thank you for completing this step in the final performance evaluation.' The footer contains the Cornerstone logo on the left and copyright information on the right: 'Powered by Cornerstone OnDemand, Inc. ©2000-2019 All Rights Reserved. Terms - Privacy - Cookies - Feedback'. A small upward arrow icon is located in the bottom right corner of the footer area.

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation

Options

Overview

Classified Goal Rating

Summary

Classified Year-End Eva...

Supervisor Sign-Off

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

100%

Thank you for completing this step in the final performance evaluation.

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The Final Evaluation has been sent to the assigned Reviewer (second level supervisor) for their review.

Final Performance Evaluation: Classified Staff

Steps for Reviewer (second level supervisor)

A “Final Performance Evaluation” task will appear in your “My Tasks” box for EACH evaluation that requires review.

The screenshot displays the University of Colorado Boulder's Performance Management Solution interface. The user is logged in as 'Ralphie Buffalo'. The page features a 'Welcome, Ralphie!' message and a 'Performance Evaluation Process' section. The 'My Tasks' section is highlighted with a red circle, showing a task titled 'Approve 2019-2020 Review for Little Buffalo' with a due date of 2/25/2019. The interface also includes a 'My Performance Plan' and 'My Profile' section, and a 'Disclaimer' section at the bottom.

Task	Due Date
Approve Performance Plan (Your employees have 1 Performance Plan pending approval)	
Approve 2019-2020 Review for Little Buffalo	2/25/2019
Approve 2019-2020 Review for Little Buffalo	4/2/2019

- Click on the Task

- Read the Overview

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation' page. On the left is a sidebar with navigation links: Overview (selected), Classified Goal Rating, Summary, and Reviewer Sign Off. The main content area has a header with the title and an 'Options' dropdown. Below this is a card for 'Little Buffalo', an Admin Assistant I, with a 0% progress indicator. The 'Overview' section contains a paragraph explaining the purpose of the evaluation. Below that is a 'Review Step Progression' section with a vertical timeline of steps: Supervisor Review, Reviewer Sign Off (highlighted with a red box and a due date of 2/25/2019), Employee Acknowledgment, and Supervisor Sign Off. At the bottom right, there are two buttons: 'Reopen Step' and 'Get Started' (which is circled in red). The footer includes the Cornerstone logo and copyright information.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

0%

Overview

The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee's Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any offline processes as part the year end review, be sure to upload those documents as attachments to the task as well by clicking the "option" dropdown in the upper-right corner.

Review Step Progression

- Supervisor Review
- Reviewer Sign Off**
Due: 2/25/2019
- Employee Acknowledgment
- Supervisor Sign Off

Reopen Step **Get Started**

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- Click "Get Started"

- Review ratings, weights and comments (*note: all goals, job duties and competencies will be on one page*)

University of Colorado Boulder

You are currently logged in as **Ralphie Buffalo**

2019-2020 Classified Staff Year End Evaluation

Little Buffalo
Admin Assistant 1
4/1/2019 - 3/31/2020

0%

Classified Goal Rating

Supervisors: Please review, weight, and rate Little Buffalo's performance for each goal, and provide comments where necessary. Once the Appointing Authority/Reviewer has reviewed the Performance Plan, meet with the employee before signing off on the year end evaluation.

Reviewers: Please review the supervisor's comments, weights, and ratings to ensure alignment. Any suggested revisions should be made as a comment for the supervisor, and the re-open button should be used to send the task back to the supervisor.

Employee: Please review your year end performance evaluation with your supervisor, provide any comments for your supervisor and prepare for an in person meeting with your supervisor to discuss your year end evaluation. Once this meeting has occurred, log back into Cornerstone and sign the acknowledgment page.

Department Mandatory Goal 1 - Training Goal

Goal: Take and pass required training.
The following list of required trainings must be completed at least once every two performance cycles. Credit will be given this cycle for employees completing these trainings between February 1, 2018 and January 31, 2020. [more...](#)

Status: In Progress
Start Date: 4/1/2019
Due Date: 3/31/2020
none

Weight: 10 %

Chip Buffalo (Manager): Rated: 3 - Level 3 - Exceeding Expectations (2/7/3:00) Review: 2019-2020 Classified Staff Year End Evaluation (Ralphie Buffalo) Time: 2/15/2019 3:20 PM

Department Mandatory Goal 2 - Deputy PM Goal

Goal: Understands and follows the expectations for an OT Deputy Project Manager when managing one or more projects in the L&T project portfolio.

Measurement: [more...](#)

Status: In Progress
Start Date: 4/1/2019
Due Date: 3/31/2020
none

Weight: 10 %

Chip Buffalo (Manager): Rated: 3 - Level 3 - Exceeding Expectations (2/7/3:00) Review: 2019-2020 Classified Staff Year End Evaluation (Ralphie Buffalo) Time: 2/15/2019 3:20 PM

Core Competency: Inclusive Excellence

Exemplifying excellence through diversity by creating a welcoming and inclusive environment that maximizes the success and inclusion of all students, staff, and faculty.

Activities:

- Seek out professional and personal growth opportunities related to diversity and inclusive excellence through... [more...](#)

Status: In Progress
Start Date: 3/1/2018
Due Date: 3/31/2020
none

Weight: 10 %

Chip Buffalo (Manager): Rated: 3 - Level 3 - Exceeding Expectations (2/7/3:00) Review: 2019-2020 Classified Staff Year End Evaluation (Ralphie Buffalo) Time: 2/15/2019 3:20 PM

[Back](#) [Save and Exit](#) [Save and Continue](#)

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*You may click "Save and Exit" to be able to resume the Task at a later time

- Click "Save and Continue"

- **Review overall rating** (*NOTE: Overall rating is displayed in decimals. Ex: 2.71=271 on the Classified Rating Scale*)

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

2019-2020 Classified Staff Year End Evaluation (little buff)

Options

Overview
Classified Goal Rating
Summary
Reviewer Sign Off

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

50%

Summary

Overall Rating [?]
Level 3 - Exceeding Expectations (2.71-3.00)

	Supervisor Review
Classified Goal Rating	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)
Overall [?]	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)

Back Next

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- **Click “Next”**

- Reviewer must provide an e-signature to confirm
- Reviewer may add comments about the evaluation in the comments box.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

50%

Reviewer Sign Off

Please provide an e-signature to confirm.

Reviewer
RB Date: 2/19/2019 **Redo**

Enter e-signature and save

Comment

Enter comments

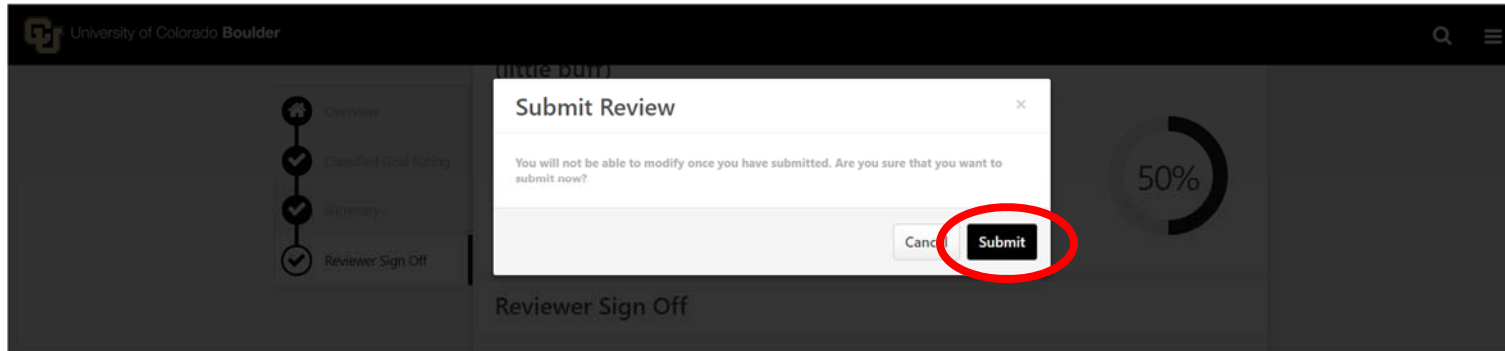
Back Save and Exit **Submit**

Cornerstone

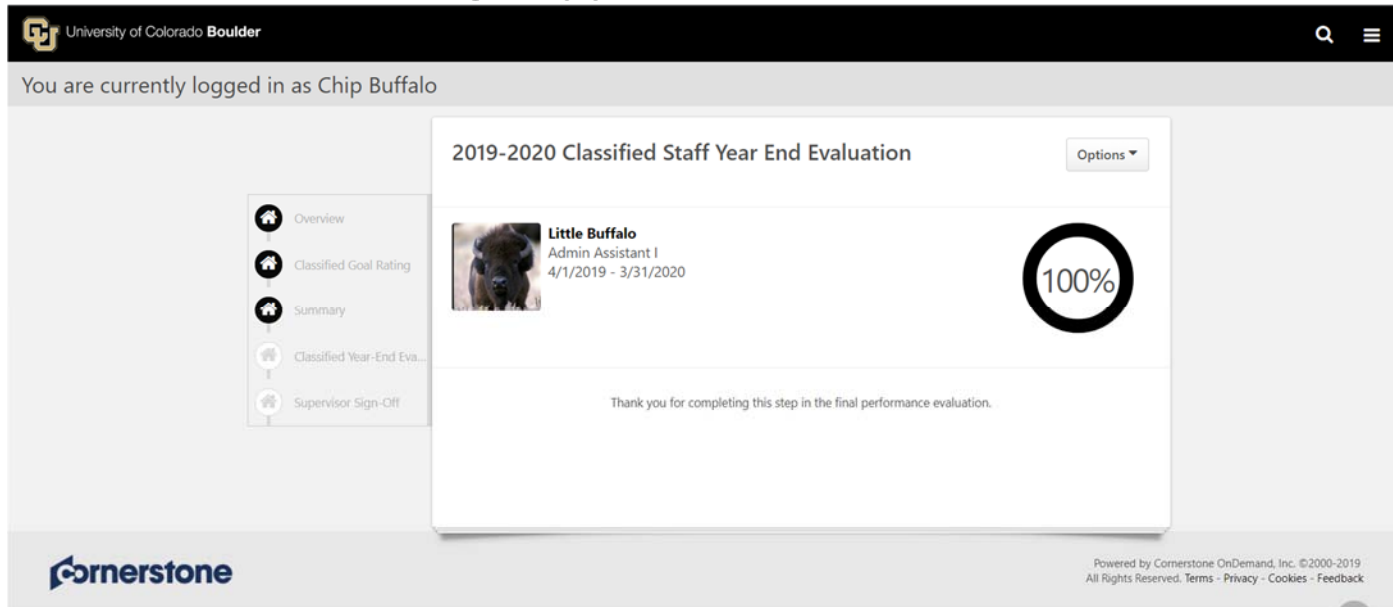
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- If Reviewer agrees with overall evaluation click “Submit”
See page 12 for process if Reviewer disagrees with any aspect of the evaluation

- You will receive a notice that once submitted you cannot modify, click “Submit”



- Confirmation Page Appears!



The Final Evaluation has been sent back to the Supervisor AND the Direct Report concurrently for final Sign Off. Supervisor should now schedule and hold the performance review meeting with Direct Report.

- If reviewer disagrees with any aspect of the evaluation he/she will click “Overview” in menu on upper left side of screen

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Overview

Classified Goal Rating

Summary

Reviewer Sign Off

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

50%

Reviewer Sign Off

Please provide an e-signature to confirm.

Reviewer
RB Date: 2/19/2019 **Redo**

Comment

B I U S I_x [List Bulleted] [List Numbered] [Link] [Image]

Back Save and Exit **Submit**

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- This returns back to the Overview page

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

0%

Overview

The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee's Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any office processes as part of the year end review, be sure to upload those documents as attachments to the task as well by clicking the "options" dropdown in the upper-right corner.

Review Step Progression

Supervisor Review	✓
Reviewer Sign Off Rev: 2/25/2019	✓
Employee Acknowledgment	✓
Supervisor Sign Off	✓

Reopen Step Get Started

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- Click “Reopen Step”

Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

☐ Supervisor Review

Comment for reviewer

Cancel Save

- Add instructions and click “Save” to send back to the supervisor for edits. The supervisor will receive an email notification that the step has been re-opened and can make changes to the evaluation and then re-submit.

Supervisor Steps

Once the reviewer has reviewed the evaluation you will see One (1) Task appear in your “My Tasks” box for EACH direct report evaluation

University of Colorado Boulder

You are currently logged in as Chip Buffalo

Welcome, Chip!

To the University of Colorado Boulder's new Performance Management Solution.

Why Performance Management Matters

Effective performance management processes like the one in place at CU Boulder can help organizations and individuals achieve excellence by:

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What can I expect this year?

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January:
You will be asked to review the progress that you made towards your plan over the past year and will have the option to comment. Your supervisor will be asked to do the same, and a final performance evaluation and rating will be assigned.

Ask Questions and Provide Cornerstone Feedback

The use of Cornerstone for performance management is new to CU Boulder, therefore, we request that you share your thoughts regarding your experiences with this solution. We will use your feedback to evolve our configuration of Cornerstone to ensure it is meeting the ongoing needs of our campus.

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My Tasks

	Due Date
Your Final Performance Evaluation	2/4/2019

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- Click on the Task (**NOTE: completion of this task should occur AFTER you have met with the employee to go over the performance evaluation**)

- Read the Overview

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation' page for 'Little Buffalo', an Admin Assistant I. The page includes a sidebar with navigation links: Overview (selected), Classified Goal Rating, Classified Year-End Evaluation, Summary, and Supervisor Sign-Off. The main content area displays a 0% progress indicator and an 'Overview' section explaining the purpose of the evaluation. Below this is a 'Review Step Progression' section showing four steps: Supervisor Review, Reviewer Sign Off, Employee Acknowledgment, and Supervisor Sign Off (Due: 2/25/2019). All steps are marked as complete with checkmarks. At the bottom right, there are two buttons: 'Reopen Steps' and 'Get Started', with the 'Get Started' button circled in red. The footer includes the Cornerstone logo and copyright information for Cornerstone OnDemand, Inc. ©2000-2019.

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

0%

Overview

The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee's Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any offline processes as part the year end review, be sure to upload those documents as attachments to the task as well by clicking the "option" dropdown in the upper-right corner.

Review Step Progression

- Supervisor Review
- Reviewer Sign Off
- Employee Acknowledgment
- Supervisor Sign Off
Due: 2/25/2019

Reopen Steps **Get Started**

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- Click "Get Started"

- **Review complete evaluation** (note: all goals, job duties and competencies will be on one page)

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation' interface. On the left, a sidebar lists navigation steps: Overview, Classified Goal Rating (active), Classified Year-End Eval., Summary, and Supervisor Sign-Off. The main content area displays the evaluation for 'Little Buffalo', an Admin Assistant I, with a 0% progress indicator. Below this, instructions for Supervisors, Reviewers, and Employees are provided. Two goals are listed: 'Department Mandatory Goal 1 - Training Goal' and 'Core Competency: Inclusive Excellence'. Each goal includes a description, status (In Progress), start and due dates, weight, and a rating of 'Level 3 - Exceeding'. At the bottom, there are four buttons: 'Back', 'Save and Exit', 'Save and Continue' (highlighted with a red circle), and 'Save and Continue'.

*You may click "Save and Exit" to be able to resume the Task at a later time

- **Click "Save and Continue"**

- **Certify that you have met with the direct report to review the evaluation**

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

33%

Classified Year-End Evaluation Meeting

I certify that I have met with the employee to review their final evaluation

☐

Back Save and Exit **Save and Continue**

Cornerstone

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**You may click "Save and Exit" to be able to resume the Task at a later time*

- **Check the box**
- **Click "Save and Continue"**

- **Final review of summary and overall goal rating score** (Note: Overall rating is displayed in decimals. Ex: 2.71=271 on the Classified Rating Scale)

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation' interface. On the left, a sidebar contains navigation links: Overview, Classified Goal Rating, Classified Year-End Evaluation, Summary (highlighted), and Supervisor Sign-Off. The main content area displays the employee's name 'Little Buffalo', title 'Admin Assistant I', and period '4/1/2019 - 3/31/2020'. A circular progress indicator shows '67%'. Below this, the 'Summary' section shows the 'Overall Rating' as 'Level 3 - Exceeding Expectations (2.71-3.00)'. A table titled 'Supervisor Review' contains the following data:

Supervisor Review	
Classified Goal Rating	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)
Overall ?	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)

At the bottom right of the main content area, there are 'Back' and 'Next' buttons. The 'Next' button is circled in red, indicating the next step in the process.

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- Click “Next”


- Enter e-signature in box to confirm

University of Colorado Boulder

You are currently logged in as Chip Buffalo

2019-2020 Classified Staff Year End Evaluation

Options ▾



Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

67%

Supervisor Sign-Off

Please provide an e-signature to confirm.

Supervisor

CB Date:2/19/2019 **Redo**

Enter e-signature and sign

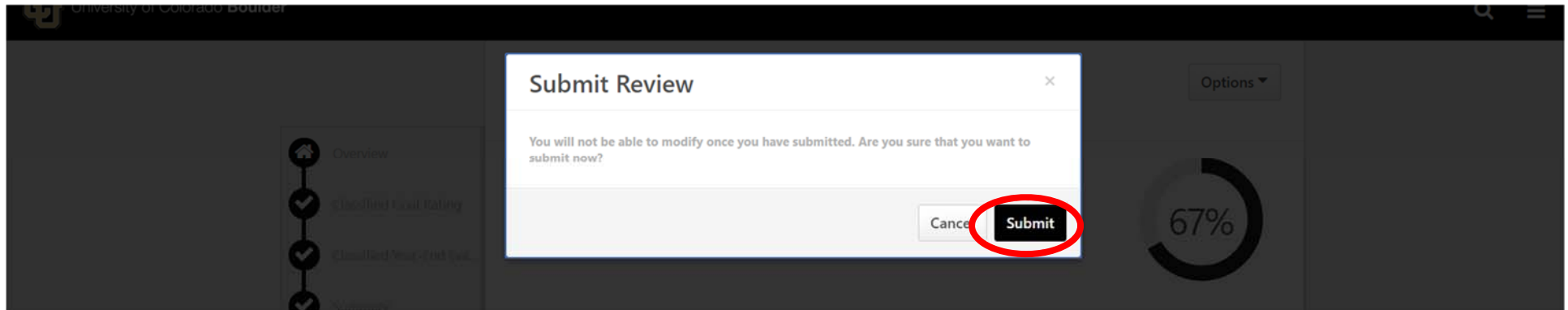
Back Save and Exit **Submit**

Cornerstone

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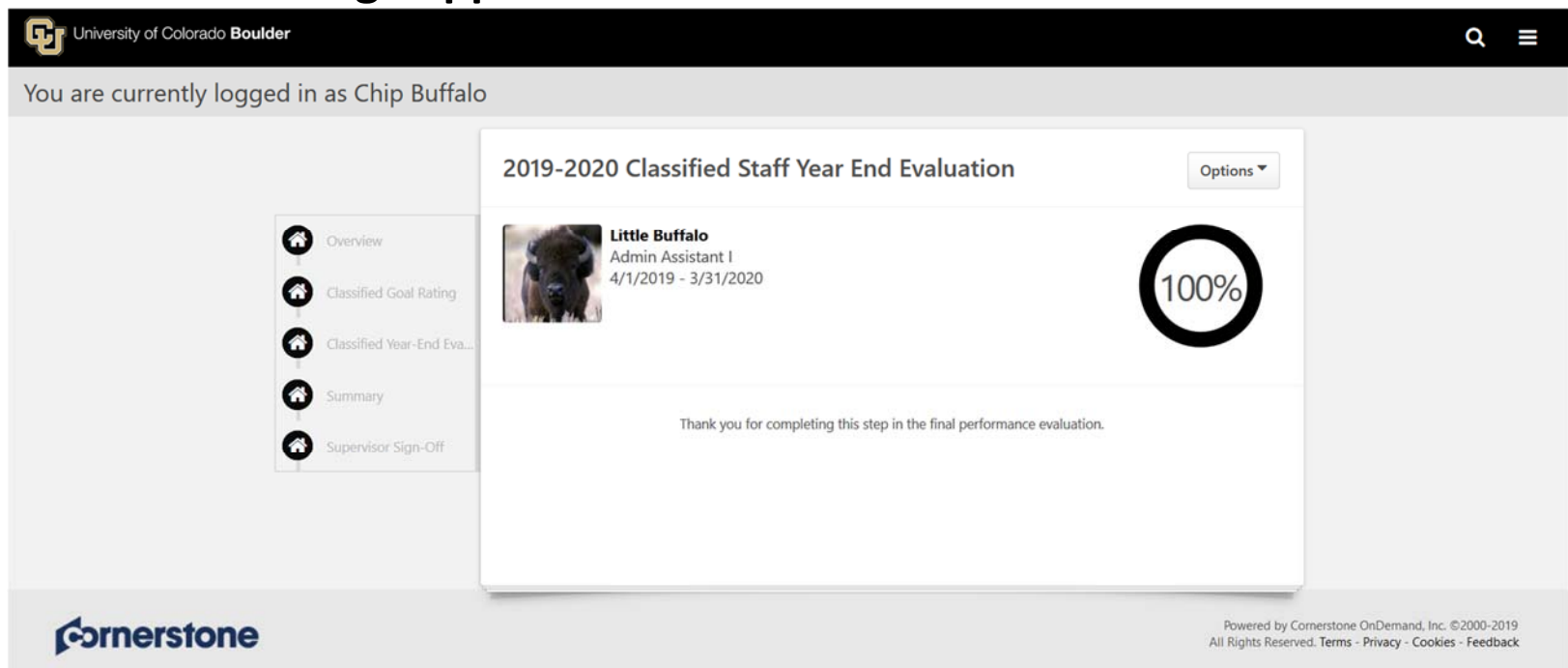
- Click "Submit"

- **Submit Review Confirmation**



- **Click “Submit”**

Confirmation Page appears!



Final Departmental Rating and Signoff

Employee Steps

Employees you will see One (1) Task appear in your “My Tasks” box for your evaluation.
You will see these tasks appear once the Supervisor has submitted the final evaluation.

University of Colorado Boulder

You are currently logged in as Little Buffalo

Welcome, Little!

To the University of Colorado Boulder's new Performance Management Solution.

Why Performance Management Matters

Effective performance management processes like the one in place at CU Boulder can help organizations and individuals achieve excellence by:

- Aligning work and resources to clearly defined institutional aspirations and imperatives
- Establishing clear expectations between employees and supervisors around work, professional development, and career growth opportunities
- Reinforcing organizational values

Effectively setting and reviewing individual employee expectations and closely tying them to the University's Strategic Imperatives not only enhances performance in an effective and efficient way, but also builds a collaborative relationship between an employee and their supervisor that is focused on using feedback as a professional tool.

Performance Evaluation Process

What can I expect from the Performance Planning Cycle?

The entire performance management process will consist of:

1. An initial planning exercise
2. A mandatory formal coaching check-in between supervisors and employees to review plan progress
3. Recommended quarterly check-in coaching sessions
4. A final performance evaluation

April:
You and your supervisor will work together to define expectations aligned with the [University's Strategic Imperatives](#).

June-August:
You and your supervisor will occasionally check-in with each other and review plan progress, providing feedback through in person, two-way dialogue.

September:
You and your supervisor will formally check-in for the mid-year coaching task, within Cornerstone, and review your progress towards your plan. Updates and comments should be made within Cornerstone during this formal check-in.

March-April:
You will be asked to review the progress that you made towards your plan over the past year and will have the option to comment. Your supervisor will be asked to do the same, and a final

My Performance Plan

My Profile

My Inbox

No Items

My Tasks


	Due Date
Your 2019-2020 Final Performance Evaluation	3/25/2019

Dispute Resolution Process

This overview of the Dispute Resolution Process is an abbreviated version of the formal process that is available in its entirety at your campus Human Resources department. Before initiating this process, you are encouraged to have a meeting with your supervisor.


- Click on the Task


- Read the Overview


 University of Colorado **Boulder**


Q ≡

You are currently logged in as Little Buffalo

 Overview


 Classified Goal Rating

 Summary

 Employee Acknowledg...

2019-2020 Classified Staff Year End Evaluation

Options ▾



Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020



0%



Overview


The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee's Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any offline processes as part the year end review, be sure to upload those documents as attachments to the task as well by clicking the "option" dropdown in the upper-right corner.

Review Step Progression


 Supervisor Review

 Reviewer Sign Off




Employee Acknowledgment


Due: 2/25/2019




Supervisor Sign Off



Get Started



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- Click “Get Started”

- **Review ratings, weights and comments submitted by supervisor** (*note: all goals, job duties and competencies will be on one page*)

The screenshot shows the '2019-2020 Classified Staff Year End Evaluation' interface. On the left, a sidebar contains links for 'Overview', 'Classified Goal Rating' (selected), 'Summary', and 'Employee Acknowledg...'. The main content area is titled 'Classified Goal Rating' and includes instructions for Supervisors, Reviewers, and Employees. It displays two evaluation items: a 'Department Mandatory Goal 1 - Training Goal' and a 'Core Competency: Inclusive Excellence'. Each item shows its status, start and due dates, weight, and a rating from Chip Buffalo (Manager). At the bottom, there are three buttons: 'Back', 'Save and Exit', and 'Save and Continue'. The 'Save and Continue' button is circled in red.

*You may click "Save and Exit" to be able to resume the Task at a later time

- **Click "Save and Continue"**

- **Review summary and overall goal rating score** (Note: Overall rating is displayed in decimals. Ex: 2.71=271 on the Classified Rating Scale)

The screenshot shows the 'Summary' tab of a performance review for 'Little Buffalo', an Admin Assistant I. The review period is from 4/1/2019 to 3/31/2020. A progress indicator shows 50% completion. The 'Summary' section contains a table with the following data:

	Supervisor Review
Classified Goal Rating	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)
Overall ?	2.71/3.00 Level 3 - Exceeding Expectations (2.71-3.00)

At the bottom right of the summary section, there are 'Back' and 'Next' buttons. The 'Next' button is circled in red, indicating it should be clicked. The footer of the interface includes the Cornerstone logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2019. All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

- Click “Next”

- **Employee provides e-signature to confirm**

University of Colorado Boulder

You are currently logged in as Little Buffalo

2019-2020 Classified Staff Year End Evaluation

Options

Overview
Classified Goal Rating
Summary
Employee Acknowledgment

Little Buffalo
Admin Assistant I
4/1/2019 - 3/31/2020

50%

Employee Acknowledgment

Employees: Please provide an e-signature to confirm that you have reviewed with your supervisor.

Acknowledgment

First and last name

Sign

Back Save and Exit Submit

cornerstone

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**You may click "Save and Exit" to be able to resume the Task at a later time*

- **Click "Submit"**

University of Colorado Boulder

You are currently logged in as Little Buffalo

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

Options

Overview
Classified Goal Rating
Summary
Employee Acknowledgment

50%

Employee Acknowledgment

Employees: Please provide an e-signature to confirm that you have reviewed with your supervisor.

- **Submit Review Confirmation, click "Submit"**

Final Evaluation and rating is complete and is automatically uploaded to digital personnel file.