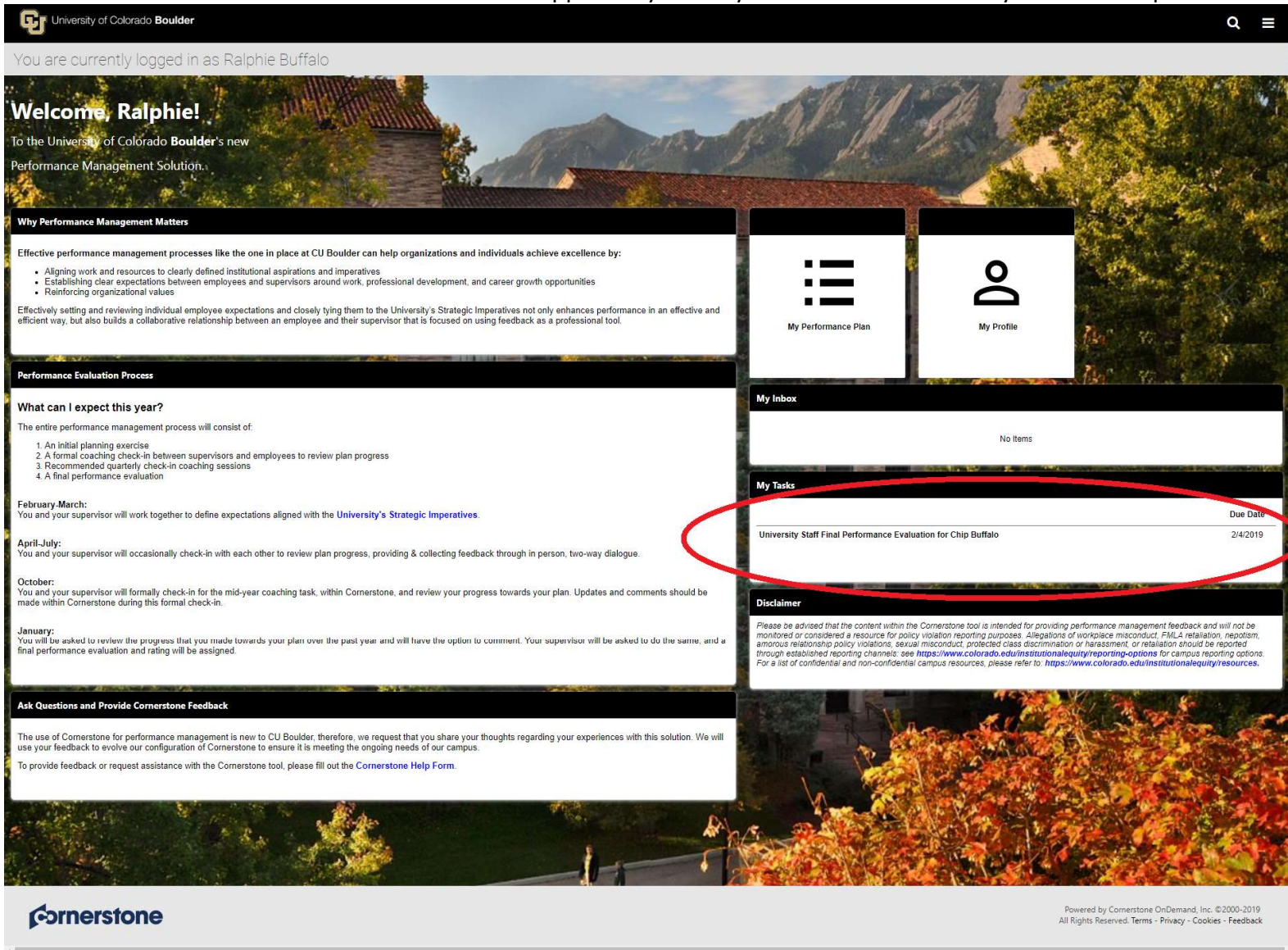


Final Performance Evaluation: University Staff

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 Ralphie Buffalo

Welcome, Ralphie!

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:
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Ask Questions and Provide Cornerstone Feedback

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My Tasks

	Due Date
University Staff Final Performance Evaluation for Chip Buffalo	2/4/2019

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Cornerstone

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- Click on the Task

- Read the Overview

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Overview

University Staff Ratings

Performance Calibration

Final Departmental Rating

Supervisor Sign-Off

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

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 "options" dropdown in the upper-right corner.

Review Step Progression

Supervisor Review
Due: 2/4/2019

Employee Review

Supervisor Final Departmental Rating and Sign Off

Employee Acknowledgment

Get Started

Cornerstone

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- Click "Get Started"

University Staff Ratings

- Select a Rating and enter Comments for each Goal, Job Duty, or Competency

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

0%

University Staff Ratings

Supervisors: Please review and rate Chip Buffalo's performance for each goal, job duty, and competency, and provide comments for the employee if necessary. An overall narrative can also be added when giving the final departmental rating.

Employees: Please review goals, job duties, competencies, and comments left by your manager and leave any necessary feedback. Click Submit to proceed to the next step in the final evaluation process. The Save and Exit button will allow you to return to the review but you will not advance to the next step until you click submit.

Core Competency: Collaboration

Building partnerships and working collaboratively with others to meet shared objectives.

Key Behaviors:

- Understands and prioritizes the goals of the university (University first).
- Understands how their work supports the learning mission of the university. [more...](#)

Status: On Track
Start Date: 2/1/2018
Due Date: 1/31/2019
[more...](#)

Select

Comments:

Back Save and Exit **Save and Continue**

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

- Click "Save and Continue"

End of Year Evaluation Task

Performance Calibration and Reporting

- Select whichever option best applies to your departmental practice
- (PLEASE NOTE: The use of calibration should be applied consistently within a unit; if it is done for one employee, it should be done for all employees within a unit.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options ▾

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

50%

Performance Calibration

Performance Calibration: Is a two-step process that includes supervisors who are responsible for conducting the performance evaluations and the reviewer who examines the employee evaluations. The calibration process provides a forum for discussion of employee's performance with the goal of making sure supervisors apply similar standards for all employees and eliminate biases to the greatest extent possible.

Weighted Average Score: If your department uses goal weighting in determining the final score, you have the option to view weighted average scores of your direct reports by running the [Performance Review Rating Report](#). If the performance calibration process or other factors require the need to revise the rating, click back to make changes before submitting to your employees for review. You may rerun the [Performance Review Rating Report](#) to review an updated weighted average score.

Performance Review Rating Report: This report is also available within the right-hand main menu. Select Reports>Standard Reports>Performance Review Rating Report.

Does your department currently calibrate performance?

☒ Yes- Hold your calibration meeting(s) before clicking Submit to advance the review to your employee.

☐ No- Click Submit to advance the review to your employee.

*

Back Save and Exit Submit


Cornerstone

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- If you use calibration in your unit, run a performance review rating report using the embedded links to take to your calibration meetings
- Click "Submit"

Performance Rating Review Reporting

 University of Colorado Boulder

Users > Proxy As Another User >

Performance Review Rating

Report Criteria

Displays Performance Review Ratings for a specific review.

USER CRITERIA

User Criteria: Select Criteria ▼

ADVANCED FILTERS

Performance Review Task: 2018 - 2019 HR-PILOT University Staff Year End Evalua X

Review Section: ☒ Performance Calibration
☒ Final Departmental Rating
☒ University Staff Ratings




Rating Display: ☒ Numeric ☐ Text


User Status: ☐ Include inactive users

In-Progress Task: ☒ Include reviews that are in progress

Display OU: None ▼

OUTPUT

 Printable Version  Export to Excel  Export to Text

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Submit Review Confirmation

The screenshot shows the University of Colorado Boulder's performance review interface. A modal dialog titled "Submit Review" is open, asking for confirmation to submit. The dialog contains the text: "You will not be able to modify once you have submitted. Are you sure that you want to submit now?". Below this text are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red circle. In the background, the "Performance Calibration" section is visible, featuring a sidebar with navigation links (Overview, University Staff Ratings, Performance Calibration, Final Departmental Rating, Supervisor Sign Off), a progress indicator showing 50% completion, and a form with a question: "Does your department currently calibrate performance?". The form has two radio button options: "Yes- Hold your calibration meeting(s) before clicking Submit to advance the review to your employee." (which is selected) and "No- Click Submit to advance the review to your employee.". At the bottom of the form are buttons for "Back", "Save and Exit", and "Submit". The footer includes the Cornerstone logo and copyright information: "Powered by Cornerstone OnDemand, Inc. ©2000-2018. All Rights Reserved. Terms - Privacy - Cookies - Feedback".

University of Colorado Boulder

You are currently logged in as Ralphie 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

50%

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Cornerstone

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- Click "Submit"

Confirmation Page appears!

The screenshot shows a web application interface for the University of Colorado Boulder. At the top, a dark header bar contains the university logo and name on the left, and search and menu icons on the right. Below the header, a light gray bar states "You are currently logged in as Ralphie Buffalo". The main content area features a sidebar on the left with a vertical list of icons and labels: "Overview", "University Staff Ratings", "Performance Calibration", "Final Departmental Rat...", and "Supervisor Sign-Off". The central panel is titled "University Staff Year End Evaluation" and includes an "Options" dropdown. It displays a cartoon buffalo avatar, the name "Chip Buffalo", the title "Academic Services Manager", and the period "2/1/2018 - 1/31/2019". A large circular progress indicator shows "100%". Below this, a message 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.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Overview

University Staff Ratings

Performance Calibration

Final Departmental Rat...

Supervisor Sign-Off

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

100%

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

cornerstone

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The Final Evaluation has been sent to your Direct Report for their review

Employee/Direct Report Steps

Once your supervisor submits your evaluation you will see One (1) Task appear in your “My Tasks” box

The screenshot displays the University of Colorado Boulder's Cornerstone Performance Management Solution interface. The user is logged in as Chip Buffalo. The page features a welcome message and a 'My Tasks' section. A red circle highlights the task 'Your Final Performance Evaluation' with a due date of 2/4/2019.

Why Performance Management Matters

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My Performance Plan

My Profile

My Inbox

No Items

My Tasks

	Due Date
Your Final Performance Evaluation	2/4/2019

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- Click on the Task

- Read the Overview

The screenshot shows the 'University Staff Year End Evaluation' page for a user named Chip Buffalo. The page has a dark header with the university logo and name. Below the header, a message states 'You are currently logged in as Chip Buffalo'. The main content area is divided into a sidebar on the left and a main panel. The sidebar contains a vertical list of navigation items: 'Overview' (selected), 'University Staff Ratings', 'Final Departmental Rat...', and 'Employee Acknowledg...'. The main panel has a title 'University Staff Year End Evaluation' with an 'Options' dropdown. Below the title is a profile section for 'Chip Buffalo', 'Academic Services Manager', with a date range '2/1/2018 - 1/31/2019' and a circular progress indicator showing '0%'. The 'Overview' section contains a paragraph explaining the purpose of the performance evaluation. Below this is a 'Review Step Progression' section with a vertical timeline of four steps: 'Supervisor Review', 'Employee Review' (with a due date of 2/4/2019), 'Supervisor Final Departmental Rating and Sign Off', and 'Employee Acknowledgment'. Each step has a checkmark icon. At the bottom right of the main panel, a 'Get Started' button is circled in red. The footer of the page includes the 'Cornerstone' logo and a small text line: '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

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

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 "options" dropdown in the upper-right corner.

Review Step Progression

Supervisor Review

Employee Review
Due: 2/4/2019

Supervisor Final Departmental Rating and Sign Off

Employee Acknowledgment

Get Started

Cornerstone

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- Click "Get Started"

University Staff Ratings

• Enter Comments

University of Colorado Boulder

You are currently logged in as Chip Buffalo

Overview
University Staff Ratings
Final Departmental Rat...
Employee Acknowledg...

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

0%

University Staff Ratings

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Key Behaviors:

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Status: On Track
Start Date: 2/1/2018
Due Date: 1/31/2019
[more...](#)

Comments:

Ralphie Buffalo (Manager) Rated: 3 - 3 - Meeting Expectations Review: 2018 - 2019 HR-PILOT University Staff Year End Evaluation Time: 1/29/2019 12:04 PM

Rich text editor toolbar with buttons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font, Size, and other formatting options.

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

End of Year Evaluation Task

Submit Review Confirmation

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University of Colorado Boulder

You are currently logged in as Ralphie 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

50%

Performance Calibration

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Back Save and Exit Submit

cornerstone

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- Click Submit

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Your comments and feedback have been submitted to your Supervisor for review

Final Departmental Rating and Signoff Supervisor Steps

Supervisors you will see One (1) Task appear in your “My Tasks” box for EACH of your Direct Reports.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

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My Profile

My Inbox

No Items

My Tasks

	Due Date
University Staff Final Performance Evaluation for Chip Buffalo	2/4/2019

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You will see these tasks appear once the Direct Reports have submitted their comments/feedback.

- **Click on the Task**

End of Year Evaluation Task

- Read the Overview

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options ▾

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

25%

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.

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Review Step Progression

- Supervisor Review
- Employee Review
- Supervisor Final Departmental Rating and Sign Off
Due: 2/4/2019
- Employee Acknowledgment

Repeat Step Get Started

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- Click “Get Started”

Performance Calibration and Reporting

- Review the choice you previously made

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Overview

Performance Calibration

University Staff Ratings

Final Departmental Rat...

Supervisor Sign-Off

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

25%

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Does your department currently calibrate performance?

☒ Yes- Hold your calibration meeting(s) before clicking Submit to advance the review to your employee.

☐ No- Click Submit to advance the review to your employee.

Back Submit Next

Cornerstone

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- Click “Next”

Ratings Review

- Review any comments from your direct report, confirm/edit any of your comments or add any necessary comments

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

25%

University Staff Ratings

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Building partnerships and working collaboratively with others to meet shared objectives.

Key Behaviors:

- Understands and prioritizes the goals of the university ('university first').
- Understands how their work supports the learning mission of the university. [more...](#)

Status: On Track
Start Date: 2/1/2018
Due Date: 1/31/2019
[more...](#)

3 - Meeting Expectations

Comments:

Back Save and Exit Save and Continue

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

- Click "Save and Continue"

End of Year Evaluation Task

- Final Departmental Rating
 - Select Overall Rating

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

Overview
Performance Calibration
University Staff Ratings
Final Departmental Rating
Supervisor Sign-Off

University Staff Year
End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

50%

Final Departmental Rating

Weighted Average Score: If your department uses goal weighting in determining the final score, you have the option to view weighted average scores of your direct reports by running the [Performance Review Rating Report](#). Please provide an overall performance rating for Chip Buffalo.

Overall Rating:

Choose rating

Optional evaluation narrative may be provided below:

Font Size

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

- Click "Save and Continue"

End of Year Evaluation Task

Supervisor Final Sign-Off

- Enter your name in the Supervisor text box. This will be your electronic signature to acknowledge you completed a final performance evaluation for your direct report.

The screenshot shows the 'University Staff Year End Evaluation' interface. On the left is a navigation sidebar with steps: Overview, Performance Calibration, University Staff Ratings, Final Departmental Rat..., and Supervisor Sign-Off (which is highlighted with a checkmark). The main content area is titled 'University Staff Year End Evaluation' and includes a profile for 'Chip Buffalo', Academic Services Manager, for the period 2/1/2018 - 1/31/2019. A progress indicator shows 75% completion. Below this, the 'Supervisor Sign-Off' section prompts the user to 'Please provide an e-signature to confirm.' It contains a 'Supervisor' text box with the initials 'rb' and a 'Date: 1/29/2019' field, followed by a 'Redo' button. At the bottom right, there are three buttons: 'Back', 'Save and Exit', and 'Submit'. The 'Submit' button is circled in red. The footer includes the Cornerstone logo and copyright information for Cornerstone OnDemand, Inc. ©2000-2019.

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

- Click "Submit"

Submit Review Confirmation

University of Colorado Boulder

You are currently logged in as Ralphie 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

50%

Performance Calibration

Performance Calibration: is a two-step process that includes supervisors who are responsible for conducting the performance evaluations and the reviewer who examines the employee evaluations. The calibration process provides a forum for discussion of employee's performance with the goal of making sure supervisors apply similar standards for all employees and eliminate biases to the greatest extent possible.

Weighted Average Score: If your department uses goal weighting in determining the final score, you have the option to view weighted average scores of your direct reports by running the [Performance Review Rating Report](#). If the performance calibration process or other factors require the need to revise the rating, click back to make changes before submitting to your employees for review. You may rerun the [Performance Review Rating Report](#) to review an updated weighted average score.

Performance Review Rating Report: This report is also available within the right-hand main menu. Select Reports>Standard Reports>Performance Review Rating Report.

Does your department currently calibrate performance?

☒ Yes- Hold your calibration meeting(s) before clicking Submit to advance the review to your employee.

☐ No- Click Submit to advance the review to your employee.

Back Save and Exit Submit

cornerstone

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- Click “Submit”

Confirmation Page Appears

The screenshot shows a web application interface for the University of Colorado Boulder. 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 'Ralphie Buffalo'. The main content area features a sidebar on the left with a vertical list of icons and labels: 'Overview', 'University Staff Ratings', 'Performance Calibration', 'Final Departmental Rat...', and 'Supervisor Sign-Off'. The central panel is titled 'University Staff Year End Evaluation' and includes an 'Options' dropdown. It displays a profile for 'Chip Buffalo', an 'Academic Services Manager' for the period '2/1/2018 - 1/31/2019', accompanied by a cartoon buffalo avatar. A large circular progress indicator shows '100%'. 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.

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

100%

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

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Final Evaluation is sent to Direct Report for Final Employee Acknowledgement

Employee/Direct Report Steps

Employees will see One (1) Task appear in “My Tasks” box

The screenshot displays the University of Colorado Boulder's Cornerstone performance management system. The user is logged in as 'Chip Buffalo'. The interface includes a 'Welcome, Chip!' message and a 'My Tasks' section. A red circle highlights the task 'Your Final Performance Evaluation' with a due date of '2/4/2019'. Other sections include 'Why Performance Management Matters', 'Performance Evaluation Process', 'Ask Questions and Provide Cornerstone Feedback', and a 'Disclaimer'.

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 Tasks

	Due Date
Your Final Performance Evaluation	2/4/2019

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, FELA retaliation, nepotism, amorous relationship policy violations, sexual misconduct, protected class discrimination or harassment, or retaliation should be reported through established reporting channels: see <https://www.colorado.edu/institutionalequity/reporting-options> for campus reporting options. For a list of confidential and non-confidential campus resources, please refer to: <https://www.colorado.edu/institutionalequity/resources>.

- Click on the Task

- Read the Overview

The screenshot shows the 'University Staff Year End Evaluation' page for Chip Buffalo, an Academic Services Manager. The interface includes a sidebar with navigation links: Overview (selected), University Staff Ratings, Final Departmental Rating, and Employee Acknowledgment. The main content area displays the employee's name, title, and a progress indicator showing 33% completion. Below this is an 'Overview' section explaining the purpose of the performance evaluation. A 'Review Step Progression' section lists four steps: Supervisor Review, Employee Review, Supervisor Final Departmental Rating and Sign Off, and Employee Acknowledgment (due 2/4/2019). A red circle highlights the 'Get Started' button at the bottom right of the main content area.

University of Colorado Boulder

You are currently logged in as Chip Buffalo

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

33%

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 "options" dropdown in the upper-right corner.

Review Step Progression

- Supervisor Review
- Employee Review
- Supervisor Final Departmental Rating and Sign Off
- Employee Acknowledgment
Due: 2/4/2019


Get Started

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- Click "Get Started"

Review the Ratings from Supervisor

 University of Colorado Boulder

Q

≡

You are currently logged in as Chip Buffalo

Overview


University Staff Ratings

Final Departmental Rat...

Employee Acknowledg...

University Staff Year End Evaluation

Options



Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

33%

University Staff Ratings

Supervisors: Please review and rate Chip Buffalo's performance for each goal, job duty, and competency, and provide comments for the employee if necessary. An overall narrative can also be added when giving the final departmental rating.

Employees: Please review goals, job duties, competencies, and comments left by your manager and leave any necessary feedback. Click Submit to proceed to the next step in the final evaluation process. The Save and Exit button will allow you to return to the review but you will not advance to the next step until you click submit.

Core Competency: Collaboration

Building partnerships and working collaboratively with others to meet shared objectives.

Key Behaviors:


- Understands and prioritizes the goals of the university ('university first').
- Understands how their work supports the learning mission of the university. [more...](#)

Status: On Track

Start Date: 2/1/2018

Due Date: 1/31/2019

[more...](#)

 **Ralphie Buffalo** (Manager) Rated: 3 - 3 - Meeting Expectations Review: 2018 - 2019 HR-PILOT University Staff Year End Evaluation Time: 1/29/2019 12:04 PM

Back

Exit

Next

- Click "Next"

Review Final Departmental Overall Rating from Supervisor

University of Colorado Boulder

You are currently logged in as Chip Buffalo

Overview
University Staff Ratings
Final Departmental Rating
Employee Acknowledgment

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

33%

Final Departmental Rating

Weighted Average Score: If your department uses goal weighting in determining the final score, you have the option to view weighted average scores of your direct reports by running the [Performance Review Rating Report](#). Please provide an overall performance rating for Chip Buffalo.

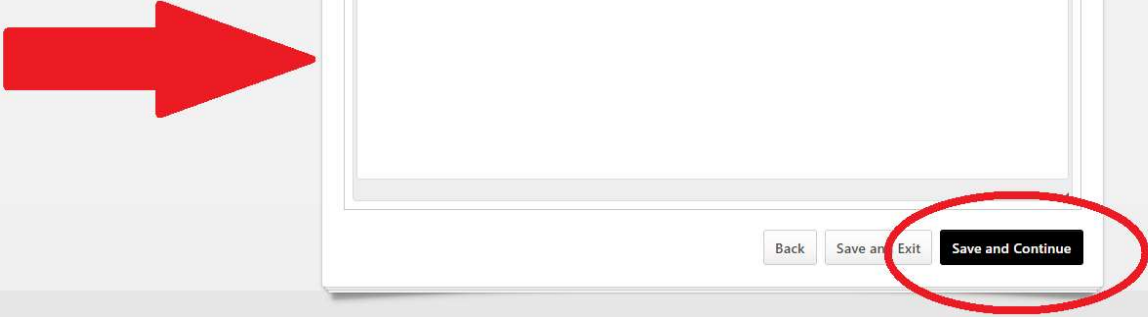
Overall Rating:

Optional evaluation narrative may be provided below:

Ralphie Buffalo (Manager) Rated: 4 - 4 - Exceeding Expectations Review: 2018 - 2019 HR-PILOT University Staff Year End Evaluation Time: 1/29/2019 12:14 PM

B I U S x₂ x² I_x [List of icons] Font Size A A

Back Save and Exit Save and Continue



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

- Enter any comments regarding to the Final Overall Rating here
- Click "Save and Continue"

Employee Acknowledgement

University of Colorado Boulder

You are currently logged in as Chip Buffalo

Overview
University Staff Ratings
Final Departmental Rat...
Employee Acknowledg...

University Staff Year End Evaluation

Options

Chip Buffalo
Academic Services Manager
2/1/2018 - 1/31/2019

67%

Employee Acknowledgment

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

Acknowledgment

First and last name

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

- **Enter your name in the Employee text box. This will be your electronic signature to acknowledge you received your final performance evaluation.**
- **Click "Submit"**

Submit Review Confirmation

University of Colorado Boulder

You are currently logged in as Ralphie Buffalo

Overview
University Staff Ratings
Performance Calibration
Final Departmental Report
Supervisor Sign-off

Options

50%

Submit Review

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Cancel Submit

Performance Calibration

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☐ No- Click Submit to advance the review to your employee.

Back Save and Exit Submit

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- Click “Submit”

Final Evaluation is Complete!

University Staff Year End Evaluation report populates for review and saving!