

This guide provides step-by-step instructions for completing both the employee and supervisor components of the Annual Performance Evaluation task in Cornerstone. Please be aware that due dates displayed in your Cornerstone portal may vary.

For guidance on best practices for conducting a connected conversation, contact the Employee Relations and Experience team at [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu).

## Navigating This Guide

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- To jump to **CU Job Competency Evaluation** (for supervisors) guidance, [click here](#) (pg. 10).
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## Annual Performance Evaluation Self-Review

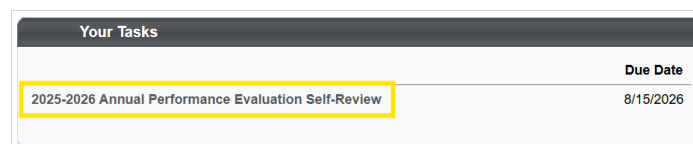
The Annual Performance Evaluation Self-Review task will be assigned to employees prior to the closing of each evaluation cycle, and serves as an opportunity to share accomplishments, provide context regarding performance throughout the evaluation cycle, and engage in meaningful conversations about goals, growth, and career development. Thoughtful participation helps ensure that contributions and achievements are accurately reflected in the evaluation.

Before you begin, take time to reflect on your performance throughout the evaluation cycle, including your accomplishments, challenges, progress towards goals, and contributions to your department and the university. Providing thoughtful and detailed feedback can help your supervisor better understand your experiences, achievements, and professional growth.

**Note:** New employees hired between January and June of the closing evaluation cycle will also receive the Annual Performance Evaluation task. If an employee is hired close enough to July 1 that an annual performance review is not appropriate, the Annual Performance Evaluation may instead function as a 30-, 60-, or 90-day check-in. Employees should complete the self-review based on their experience in their role to date.

To begin your Annual Performance Evaluation Self-Review:

1. Locate the **2025 – 2026 Annual Performance Evaluation Self-Review** task in the **Your Tasks** widget on your Welcome Page.





- Click the title of the task to open the task overview, view the instructions, and note you are completing step 1, **2025-2026 Annual Performance Evaluation Self-Review**. Scroll down and click the **Next** button.

## Overview

Welcome to the 2025-2026 Annual Performance Review!

This review is an opportunity to reflect on your accomplishments, contributions, strengths, and development throughout the evaluation period. This process is designed to support meaningful conversations between employees and supervisors regarding performance, goals, and future growth.

During this review, you will be asked to:

- Review any goals established during the evaluation period and provide final updates, if applicable.
- Reflect on your performance and respond to self-assessment questions.
- Review and acknowledge your completed performance evaluation after it has been finalized by your supervisor.

Please answer all questions thoughtfully and provide sufficient detail to support your responses. Your comments will be shared with your supervisor and may be considered as part of the overall performance evaluation.

You may save your work and return to it at any time prior to submitting your review. Once submitted, your responses can no longer be edited unless the task is reopened.

Select Next to begin.

### Review Overview



## Goal Review & Finalization

Step 1 of the annual performance evaluation provides you with an opportunity to review your previously established goals, provide final commentary, and update goal progress as needed. If the **Start Date** and **Due Date** of your goals reflect the closing performance evaluation cycle, they will populate on your annual performance review automatically –

## Goal Review & Finalization

To begin your self-review, reflect on the goals you set at the beginning of the performance evaluation cycle. This is your final opportunity to update progress and/or document any additional comments related to your goals, as appropriate. To update the progress on a goal, click the dropdown arrow in the top right corner, and select **Manage Goals**. Once your updates are complete, click **Done** to return to this page. Additional comments on goals are not required.

Once you have finished reviewing your goals, proceed to the next step in the task.

If you *did not* create goals during the review period, no action is required for this step, and you may proceed directly to the next step in the task.

**Note:** If one or more of your goals is not appearing as anticipated, your goal may not have had the correct due date, or your supervisor did not complete their approval.

**Build proficiency in key departmental systems or tools.** ▼

Complete identified training and demonstrate independent use of at least one core system or process by the end of the evaluation cycle.

Progress:  100%

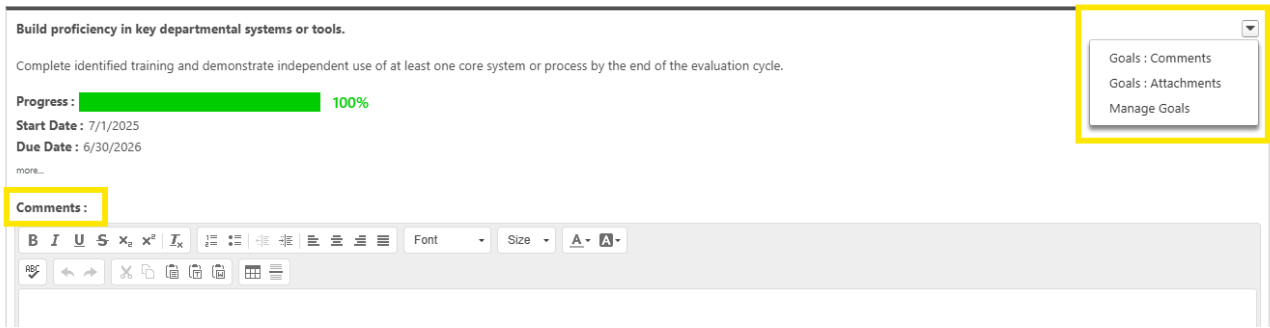
**Start Date:** 7/1/2025

**Due Date:** 6/30/2026

more...

1. If you need to update the progress to a goal, click the dropdown arrow to the right of your goal, then select **Manage Goals**. This will open a new window for narrowed goal updates. Once your goal has been updated, click **Done** to return to the task.

Comments can be made in each associated textbox but are not required.



Once all your goals have been updated, scroll down and click **Next** to progress to the next step of the task.

**Note:** If you did not establish goals, or if your goals are not populating as expected (either due to incorrect due dates or a lack of supervisor approval), there is no action required for this step, and you can proceed to the next step in the task.

## Employee Goal Reflection

On step 2 of the task, Goal Reflection, you will be prompted to answer 2 questions pertaining to your goals –

1. **What were the outcomes of accomplishing these goals and what impact(s) did they have? If you did not set any goals, please explain why in the text box below.**

This question is required to be completed by all employees, regardless of whether or not goals were set during the evaluation cycle. Please note that employees hired in the months prior to the evaluation cycle closing may not have been required to enter goals. In these cases, please note this in the available text box.

2. **If any goals were not fully achieved, what barriers or challenges impacted progress, and what did you learn from those experiences?**

This question is not required but should be completed by those who did not achieve 100% completion on their established goals. Reflect on potential reasonings – Did your team reprioritize throughout the evaluation cycle? Did funding limitations impact the completion of certain projects?

While goal progress does not play a role on your overall evaluation rating, the context provided at this step provides your supervisor the opportunity to identify potential support measures moving forward.

You may need to return to the previous step of the task to remember specific aspects of your goals. If needed, click **Previous** - your responses will remain drafted in each text box.



Once your responses have been finalized, click **Next** to progress to the next step of the task.

### CU Job Competency Reflection

Step 3 of the Annual Performance Evaluation Self-Review is an opportunity to review and identify aspects of exceptional performance and/or barriers related to the five (5) CU Job Competencies: **Collaboration, Communication, Inclusive Excellence, Innovation, and Integrity/Responsibility/Ethics**.

Each competency will have a text box for any commentary. Comments are not required but may provide your supervisor with additional context prior to their rating of your performance and demonstration of the competencies throughout the evaluation cycle.

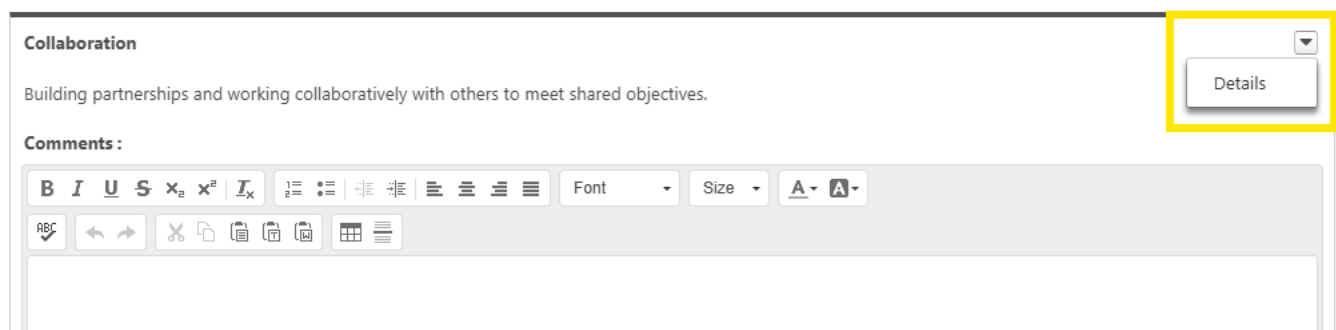
While each competency's definition is listed, the key behaviors for each can be accessed by clicking the dropdown arrow to the right of the definition, then clicking **Details** -

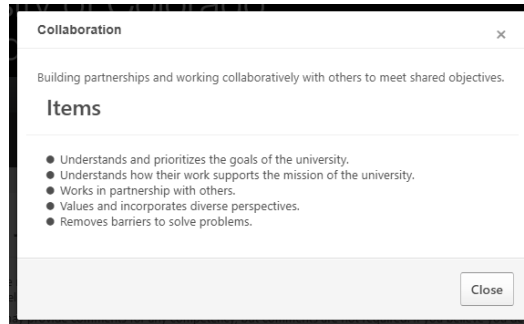
### CU Job Competency Reflection

Please review the previously established CU job competencies listed below. To view the key behaviors for each competency, click the arrow to the right of each definition and select **Details**.

You may provide comments for any competency, but comments are not required. If you believe you demonstrated exceptional performance in a particular competency, or if there were barriers that impacted your ability to demonstrate a competency, you are encouraged to provide additional context in the associated comment section.

Your supervisor will review any comments provided and will evaluate your performance within each competency area as part of the evaluation process.





Once your responses have been finalized, click **Next** to progress to the next step of the task.

## Annual Employee Self-Review

The Annual Employee Self-Review is to provide a self-assessed rating of your overall performance throughout the evaluation cycle. Your rating should consider your accomplishments, contributions, quality of work, accountability, growth, and overall effectiveness in fulfilling the responsibilities of your position.

**Your rating should not be based solely on any individual competency or goal.**

When selecting your rating, reference the established 2-point rating scale by clicking the ? icon –

### Annual Employee Self-Review

In this step, you will provide your final self-assessment rating and reflect on your overall performance during the evaluation period.

As you complete your end-of-year self-evaluation, consider your accomplishments, contributions, quality of work, accountability, growth, and overall effectiveness in fulfilling the responsibilities of your position. Reflect on the outcomes you achieved, the progress you made, and how consistently you demonstrated the CU job competencies.

Your rating should align with both the results you delivered and how you delivered them and should not be based solely on any individual competency or goal.

You are encouraged to provide additional comments to add context to your rating, highlight particular accomplishments, explain challenges, and note areas of growth. This is your opportunity to share insight into your performance and any factors that influenced your work during the year.

| Rating          | Description                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| Too New To Rate | Employee has not been in the position long enough to rate performance.                                                          |
| Needing Support | Inconsistently demonstrates respectful, collaborative, ethical, responsible, and inclusive behavior and/or departmental values. |
| Performing      | Consistently demonstrates respectful, collaborative, ethical, responsible, and inclusive behavior and/or departmental values.   |

Close

While not required, you are encouraged to provide additional comments to add context to your rating, highlight particular accomplishments, explain challenges, and note areas of growth. This is your opportunity to share insight into your performance and any factors that influenced your work during the year.

Once your responses have been finalized, click **Next** to progress to the final step of the task.

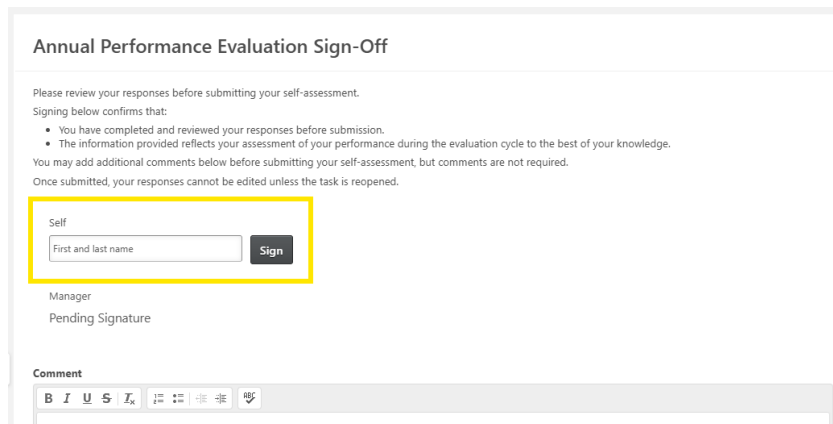
## Annual Performance Evaluation Sign-Off

The final step of the Annual Performance Evaluation Self-Review requires your sign-off and acknowledgement. Your signature confirms:

- You have completed and reviewed your responses before submission.
- The information provided reflects your assessment of your performance during the evaluation cycle to the best of your knowledge.

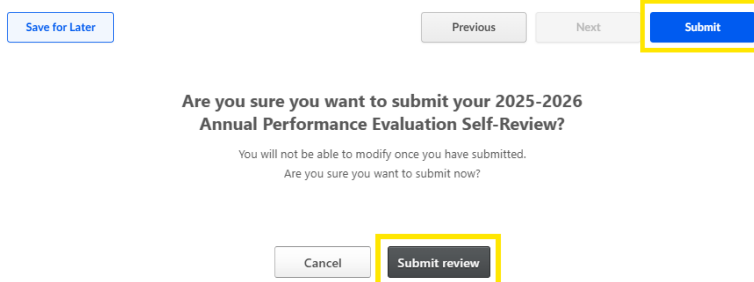
To sign-off on and submit your self-review:

1. Type your first and last name in the **Self** textbox, then click **Sign**.



2. Provide additional comments if you'd like. Additional comments are not required at this step.

3. Click **Submit**, then confirm your submission.



## Annual Performance Evaluation Supervisor Review

The Annual Performance Evaluation Supervisor Review task will be assigned to supervisors following the completion of employee self-evaluations and serves as an opportunity to evaluate performance, recognize accomplishments, provide constructive feedback, and support employee growth and development. Thoughtful participation helps ensure that evaluations accurately reflect employee contributions, performance, and progress throughout the evaluation cycle.

Before you begin, take time to review your employee's performance throughout the evaluation cycle, including their accomplishments, challenges, progress toward goals, and contributions to the department and university. Consider the employee's self-assessment alongside your own observations, documentation, and other relevant performance information. Providing thoughtful, specific, and objective feedback helps employees understand their strengths, identify opportunities for growth, and engage in meaningful conversations about their professional development.

To begin your Annual Performance Evaluation Supervisor Review:

1. Locate the **2025 – 2026 Annual Performance Evaluation Supervisor Review** task in the **Your Tasks** widget on your Welcome Page.

Depending on when your employee submits their self-review, you may notice your own self-review task alongside your supervisor review –

| Your Tasks                                                |           |
|-----------------------------------------------------------|-----------|
|                                                           | Due Date  |
| 2025-2026 Annual Performance Evaluation Self-Review       | 8/15/2026 |
| 2025-2026 Annual Performance Evaluation Supervisor Review | 9/1/2026  |

2. Click the title of the task to open the task overview, view the instructions, and note you are completing step 2, **2025-2026 Annual Performance Evaluation Supervisor Review**. Scroll down and click the **Next** button.

### Overview

Welcome to the 2025-2026 Annual Performance Review!

The performance review is an opportunity to evaluate employee performance, recognize accomplishments, identify areas for development, and support ongoing growth and success. This process is intended to facilitate meaningful performance conversations and provide employees with constructive feedback regarding their contributions during the evaluation period.

During this review, you will be asked to:

- Review any goals established during the evaluation period.
- Consider employee self-assessment responses, if provided.
- Evaluate performance within each CU job competency.
- Assign an overall performance rating.
- Provide comments that support ratings and summarize performance throughout the evaluation period.

Performance evaluations should be based on observable behaviors, documented outcomes, and performance demonstrated throughout the entire review period. Ratings and comments should reflect job-related performance and be supported by specific examples whenever possible.

You may save your work and return to it at any time prior to submitting the evaluation. Once submitted, changes may require administrative assistance.

Select Next to begin.

### Review Overview

- 2025-2026 Annual Performance Evaluation Self-Review
- 2025-2026 Annual Performance Evaluation Supervisor Review



The first several pages of your supervisor review will contain your employee's self-review responses. As you progress through the task, take your time in reviewing the following:

1. Your employee's **Goal Review & Finalization** –

EX

**Example Employee 1**  
Generic Position  
Review period: 7/1/2025-6/30/2026 Due by: 9/1/2026

Options ...

### Goal Review & Finalization

To begin the annual performance review process, reflect on your employee's goal(s) from the performance evaluation cycle. The goal progress you see below is a reflection of your employee's final updates.

No action is required on this page. Once you have finished reviewing your employee's goal(s), proceed to the next step in the task.

**Build proficiency in key departmental systems or tools.**

Complete identified training and demonstrate independent use of at least one core system or process by the end of the evaluation cycle.

**Progress :**

100%

**100%**

**Start Date :** 7/1/2025

**Due Date :** 6/30/2026

more...

2. Your employee's **Goal Reflection** –

EX

**Example Employee 1**  
Generic Position  
Review period: 7/1/2025-6/30/2026 Due by: 9/1/2026

Options ...

### Goal Reflection

In this section, review your employee's responses regarding their goals and accomplishments during the performance evaluation period.

The employee's responses may provide additional context regarding goal outcomes, contributions, challenges encountered, and lessons learned throughout the evaluation period.

No action is required on this page. After reviewing the employee's responses, proceed to the next step in the task.

**What were the outcomes of accomplishing these goals and what impact(s) did they have? If you did not set any goals, please explain why in the text box below.**

**Example Employee 1 ( Self )** Review : Final 2025-2026 Annual Performance Evaluation Time : 6/8/2026 3:31 PM

One of my primary goals this year was to build proficiency in key departmental systems and tools. I successfully completed the required training and became comfortable using our core systems independently to complete routine tasks and processes.

As a result, I was able to complete my work more efficiently, rely less on assistance from coworkers, and contribute more effectively to the team's daily

8

3. Your employee's **CU Job Competency Reflection** –

EX

**Example Employee 1**  
Generic Position  
Review period: 7/1/2025-6/30/2026    Due by: 9/1/2026

Options ...

### CU Job Competency Reflection

On this step, review any competency feedback provided by your employee. These comments may provide additional context regarding the employee's strengths, challenges, and experiences related to each competency area.

Employee comments are optional and should be considered alongside your own observations, documentation, and other relevant performance information when evaluating competency performance.

If your employee did not provide competency feedback, no action is required on this page and you may proceed to the next step in the task.

Collaboration

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


**Example Employee 1 ( Self )**    Review : Final 2025-2026 Annual Performance Evaluation    Time : 6/8/2026 3:31 PM

I believe collaboration was one of my strongest areas this year. I regularly partnered with colleagues across the department to complete projects and share information. I also volunteered to assist with onboarding a new team member, which helped improve communication and workload distribution within the team.

4. Your employee's **Annual Employee Self-Review**, which will contain their self-assessed rating in the header of their commentary –

EX

**Example Employee 1**  
Generic Position  
Review period: 7/1/2025-6/30/2026    Due by: 9/1/2026

Options ...

### Annual Employee Self-Review

In this step, review your employee's final self-assessment rating and accompanying comments regarding their overall performance during the evaluation period.

The employee's self-assessment may provide additional context regarding accomplishments, contributions, challenges, professional growth, and their perspective on overall performance. Consider this information alongside your own observations, documentation, and other relevant performance information when completing the evaluation.

No action is required on this page. After reviewing the employee's self-assessment rating and comments (if provided), proceed to the next step in the task.

Final Self-Rating


**Example Employee 1 ( Self )**    **Rated : Performing**    Review : Final 2025-2026 Annual Performance Evaluation    Time : 6/8/2026 3:31 PM

Throughout the evaluation period, I consistently fulfilled the responsibilities of my position and met the expectations established for my role. I successfully completed my goal related to developing proficiency in departmental systems and continued to make progress toward my other goals while balancing day-to-day responsibilities.

These pages will be in **View Only** mode. While edits cannot be made on behalf of the employee, ensure you have reviewed the provided feedback thoroughly before progressing to the next step of the task.

## CU Job Competency Evaluation

Once you have completed your review of your employee's self-review responses, you will be prompted to begin your evaluation of their CU job competency performance. When deciding a rating for each individual competency, consider your own observations, documentation, and feedback provided by your employee. Select the rating that best reflects the employee's demonstrated behaviors throughout the entire review period.

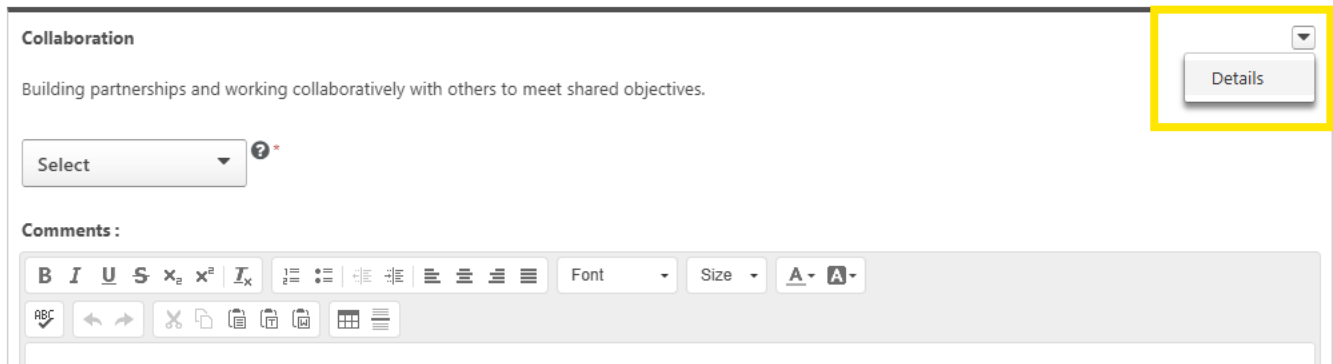
While each competency's definition is listed, the key behaviors for each can be accessed by clicking the dropdown arrow to the right of the definition, then clicking **Details** –

### CU Job Competency Evaluation

On this step, use your observations, documentation, and the feedback provided by your employee to evaluate performance within each competency area. Select the rating that best reflects the employee's demonstrated behaviors throughout the review period.

Comments are encouraged to provide context for your ratings and are especially important when selecting a **Needing Support** rating. To view the key behaviors associated with a competency, click the dropdown arrow to the right of the competency and select **Details**.

Please note that this section is intended to assess performance within each individual competency area. Ratings should be based on the competency definitions and associated key behaviors, rather than the employee's overall job performance. You will have an opportunity to evaluate overall performance in a later step of the review process.



**Collaboration**

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

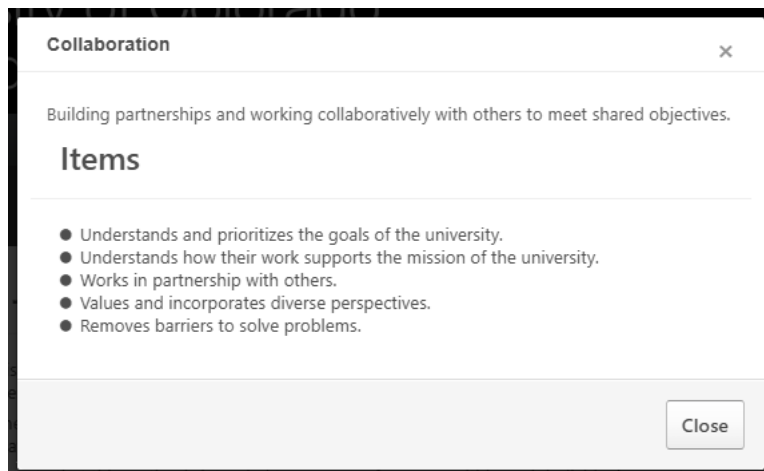
Select 

**Comments :**

**B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>**         **Font** **Size** **A** **A**

**Details**



**Collaboration** 

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

**Items**

- Understands and prioritizes the goals of the university.
- Understands how their work supports the mission of the university.
- Works in partnership with others.
- Values and incorporates diverse perspectives.
- Removes barriers to solve problems.

**Close**

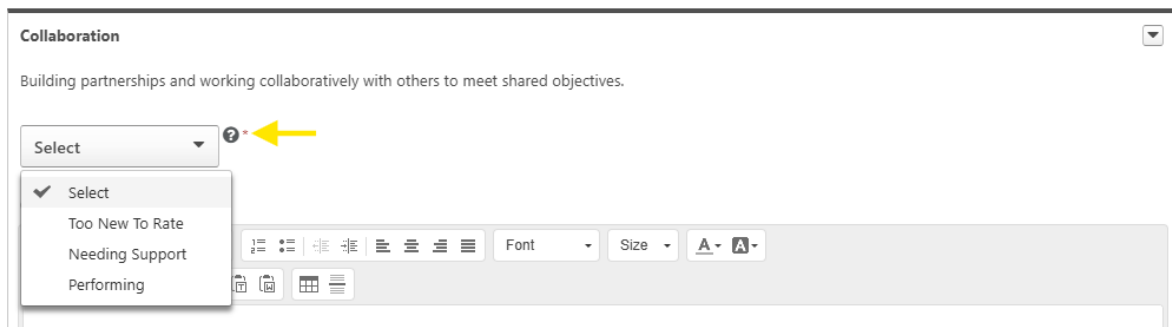
When selecting a rating, reference the established 2-point rating scale by clicking the ? icon –

## CU Job Competency Evaluation

On this step, use your observations, documentation, and the feedback provided by your employee to evaluate performance within each competency area. Select the rating that best reflects the employee's demonstrated behaviors throughout the review period.

Comments are encouraged to provide context for your ratings and are especially important when selecting a **Needing Support** rating. To view the key behaviors associated with a competency, click the dropdown arrow to the right of the competency and select **Details**.

Please note that this section is intended to assess performance within each individual competency area. Ratings should be based on the competency definitions and associated key behaviors, rather than the employee's overall job performance. You will have an opportunity to evaluate overall performance in a later step of the review process.



**Collaboration**

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

Select ?

- ✓ Select
- Too New To Rate
- Needing Support
- Performing

| Rating Scale    |                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| Rating          | Description                                                                                                                     |
| Too New To Rate | Employee has not been in the position long enough to rate performance.                                                          |
| Needing Support | Inconsistently demonstrates respectful, collaborative, ethical, responsible, and inclusive behavior and/or departmental values. |
| Performing      | Consistently demonstrates respectful, collaborative, ethical, responsible, and inclusive behavior and/or departmental values.   |

Close

A rating is required for each of the five (5) competencies; however, additional comments are not required. Comments are *strongly encouraged* to provide context for your ratings and are especially important when selecting a **Needing Support** rating.

Please note that your ratings should be based on the competency definitions and associated key behaviors, rather than the employee's overall job performance.

Once your ratings and responses have been finalized, click **Next** to progress to the next step of the task.

## Annual Supervisor Rating & Review

Following your review and assessment of each CU job competency, you will be prompted to provide your overall performance evaluation rating.

When determining an overall performance rating, consider the employee's contributions, accomplishments, quality of work, accountability, reliability, and overall effectiveness in fulfilling the responsibilities of their position throughout the evaluation period. While competency ratings may inform your assessment, the overall performance rating should reflect the employee's performance as a whole.

Select the rating that best represents the employee's overall performance during the review period and provide comments to support your rating. Comments are **required** regardless of the rating chosen and should summarize key accomplishments, strengths, areas for growth, and any other information that will help the employee understand the basis for the rating received.

### Annual Supervisor Rating & Review

You have now completed your assessment of your employee's performance within each CU job competency. In this step, evaluate the employee's overall performance during the review period.

When determining an overall performance rating, consider the employee's contributions, accomplishments, quality of work, accountability, reliability, and overall effectiveness in fulfilling the responsibilities of their position throughout the evaluation period. While competency ratings may inform your assessment, the overall performance rating should reflect the employee's performance as a whole.

Select the rating that best represents the employee's overall performance during the review period and provide comments to support your rating. Comments should summarize key accomplishments, strengths, areas for growth, and any other information that will help the employee understand the basis for the rating received.

The overall performance rating should reflect performance throughout the entire evaluation period and should be supported by observable behaviors, documented outcomes, and job-related performance.

Supervisor Final Rating

Performing

?

Additional Comments: \*

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The employee consistently met the expectations of their position throughout the evaluation period and demonstrated reliable performance across their primary job responsibilities. They completed assigned work in a timely manner, contributed positively to team efforts, and maintained professional working relationships with colleagues and stakeholders.

The employee successfully completed their goal related to developing proficiency in departmental systems and made progress toward other established goals. They demonstrated the CU job competencies at a level consistent with the expectations of their role and responded appropriately to changing priorities and challenges throughout the year.

Overall, the employee's performance reflects consistent and effective fulfillment of job responsibilities, and a Performing rating is appropriate for the evaluation period.



## Annual Performance Evaluation Sign-Off

The final step in the Annual Performance Evaluation Supervisor Review requires your sign-off and acknowledgement.

Your signature confirms:

- You have completed and reviewed the performance evaluation before submission.
- The ratings and comments provided reflect your assessment of the employee's performance during the evaluation cycle.
- The evaluation is based on job-related performance, observable behaviors, and documented outcomes.

To sign-off on and submit your supervisor review:

1. Type your first and last name in the **Manager** textbox, then click **Sign**. You will see your employee's previous electronic signature and submission date.

### Annual Performance Evaluation Sign-Off

Please review your ratings, comments, and feedback before submitting the performance evaluation.

Signing below confirms that:

- You have completed and reviewed the performance evaluation before submission.
- The ratings and comments provided reflect your assessment of the employee's performance during the evaluation cycle.
- The evaluation is based on job-related performance, observable behaviors, and documented outcomes.

You may add additional comments below before submitting the performance evaluation, but comments are not required.

Once submitted, your responses cannot be edited unless the task is reopened.

Self

Example Employee Date: 6/8/2026

Manager

Sign

Comment

B I U S I X

1 2 3 4 5 6 7 8 9 10 11 12

ABC

2. Provide additional comments if you'd like. Additional comments are not required at this step.

3. Click **Submit**, then confirm your submission.

Save for Later

Previous

Next

Submit

### Are you sure you want to submit review for Example Employee 1?

You will not be able to modify once you have submitted.

Are you sure you want to submit now?

Cancel

Submit review

This completes the Annual Performance Evaluation task.