# **Completing Annual Self Review**



**3** Review the instructions.

You can navigate through different sections of the review on the left side menu.

As you complete the review, it is important to make sure to "Save" your work before you exit.



**4** Once you have reviewed the instructions, click "Get Started".



Note: As you progress through your review you will see the progress displayed.

	Q ≡
20%	
reflect on how the year went by completing this pre-review	

**5** The first step of your review is to do some self reflection of the year in the Pre-Survey. This will aid you in completing your self review.

At this step, think through the year and denote your responses to each question.

Note: Your supervisor will see your responses.

OOAE KEVIEW	EMPLOYEE PRE-REVIEW SURVEY
2024 GOAL SETTING	
	Brock Walla:
GOAL SETTING	Before completing your self-review, please take a few moments to reflect on how the year went by comple survey.
	Douglas Walter:
Summary	Please review the survey feedback completed by your direct report.
SIGN-OFF AND OPTIO	Of what accomplishments in the past year are you most proud?
	Comments: *
	B I U S X <sub>a</sub> X <sup>a</sup> I <sub>X</sub> ≟≣ :≣ i⊞ ⊞ ≣ ≡ ≡ Font • Size • A·

Make note of the editing options that you have.

6

Tip: Make sure to spell check as you go through each step of the review.

PERFORMANCE FACT	
GOAL REVIEW	
2024 GOAL SETTING	
GOAL SETTING	What is the status of the goals from last year? Comments: *
Summary	BIUS×aתI <sub>x</sub>
SIGN-OFF AND OPTIO	I have completed the goals

7 Once you have completed this pre-review survey, now you will proceed to the self review.

Click "Save and Continue" to proceed.

E = = + E + E = = = Font → Size → A → A → A →	
goals	
Back Save and Exit Save and Continue	
	Powered by Cornerstone OnDe All Rights Reserved. Terms - Priva

Now you have come to the self review.

Please make sure to read the instructions.

Make note of the rating scale. It can be referenced beside each rating.

Select	Score	Rating	Description
Rating Scale	1	1 - Clearly Outstanding	Results produced are consistently exceptional and substantially exceed goal
mments :	2	2 - Exceeds Expectations	Performance noticeably exceeds anticipated results
B I U S X₂ X²   Ix ] ≣ :≣   ∰ ∰ ] ≞	3	3 - Meets Expectations	Results meet anticipated goals and objectives. Work is timely, thorough and makes a tangible contribution
» < > X 6 ê ê b = =	4	4 - Opportunity for Growth	Area for improvement that planning, effort, or ability can help achieve bette results to meet expectations in the future.
	5	5 - Unacceptable	Results fall seriously short of meeting expectations due to inadequate or insufficient planning, effort or ability. Immediate corrective action is required

You will have to select a rating for each competency.

There are 10 competencies total for you to do this for.

Click "Select" as shown below.

Ĭ		<ul> <li>Remember to use spell check before proceeding.</li> </ul>
Ŭ	GOAL REVIEW	
0	2024 GOAL SETTING	Communication Shares relevant information in a timely manner. Presents ideas effectively. Effectively co
	GOAL SETTING	Select •
	Summary	Comments :
Ċ	SIGN-OFF AND OPTIO	B I U S x <sub>a</sub> x <sup>a</sup> I <sub>x</sub> ↓≡ :≡ :∃ :≡ :≣ E ≡ ≡ Font -

#### **10** Select how you would rate yourself

2024 GOAL SETTING	Communication Shares relevant information in a timely manner. Presents ideas effectively. Effectively comm
GOAL SETTING	Select V
Summary	✓ Select
SIGN-OFF AND OPTIO	1 - Clearly Outstanding 2 - Exceeds Expectations HE HE E E E E E Font • Sk
	3 - Meets Expectations 📰 🗮
	4 - Opportunity for Growth
	5 - Unacceptable

8

9

You are encouraged to complete each competency with comments.

11

As you complete each comments section, **make sure to use spell check**.

Click as shown below. Review the spelling corrections and then click "Close"



**12** Once you have completed each competency with a rating and comments, complete the summary for the year, then click "Save and Continue" to proceed.

Note: You can always "Save and Exit" to come back to completing your review or any other step.

g designer, I prioritize continuous learning and knowledge-sharing, ensuring ind technological advancements. This commitment extends to effective judgment, -solving, where my sound choices and proactive risk assessment contribute to Additionally, my productivity is marked by an organized approach, proactive vrtunities, and versatile management of diverse projects, reflecting adaptability and urthermore, my dedication to self-management underscores personal accountability.	
attitude, while my teamwork skills are evident in collaborative communication, less integration into diverse project teams. Together, these qualities form a l approach to civil engineering design.	<b>*</b>
attitude, while my teamwork skills are evident in collaborative communication, less integration into diverse project teams. Together, these qualities form a l approach to civil engineering design. Back Save and Exit Save and Co	Continue

## **13** Now you will be asked to review and update your goals. Review the next instructions

#### instructions.

\*Note: If you did not receive a review in the previous year then you will not have goals listed. You can click "Save and continue" and skip to step 20

	Individual Contributors	00/
Č		0%
GOAL	REVIEW	
GOAL	REVIEW	

**14** Please update progress on your goals, click the arrow to the left of the goal.

ted helow			
lievements during your perform. If a goal is still in progress, spec in the last 12-18 months, there v view process.	ance review. ify where you currently stand won't be any goals displayed	d in the process. below. In that	
0%			
	0 A <b>F</b>		

### 15 Click "Manage Goals"

0%	Goals : Comments Goals : Attac <mark>hmen</mark> ts Manage G <mark>oals</mark>

Now you will be able to move the progress bar to show your progress with the goal.

M	anag	e Goals			
(	0%	Job Kno Status : At	wledge Risk Due Date	: 12/31/2023	
Des Wee Star	cription : ekly site vi rt Date : 5/	isits 16/2023			
A	ttachm	ents			
Uplo	<b>Choose Fil</b>	e achments. Maximu	m upload 1MB		

17

16

Add comments as to how things progressed for the goal by clicking on "Add Comment"

Veckly site visits Start Date : 5/16/2023 Attachments Upload up to 3 attachments. Maximum upload 1MB Comments Edd Comments	
Start Date : 5/16/2023 Attachments Upload up to 3 attachments. Maximum upload 1MB Comments Edd Comments	Description : Weekly site visits
Attachments Choose File Upload up to 3 attachments. Maximum upload 1MB Comments Edd Comments	Start Date : 5/16/2023
Attachments Choose File Upload up to 3 statehments. Maximum upload 1MB Comments Edd Comments	
Choose File Upload up to 3 attachments. Maximum upload 1MB Comments Ud Comments	Attachments
Upload up to 3 strathments. Maximum upload 1MB	Choose File
Comments	Upload up to 3 attachments. Maximum upload 1MB
	Comments
	Add Comment

Complete your status updates for each goal.Making sure to edit and spell check as needed.

Start Date : 5/16/2023
Attachments
Choose File Upload up to 3 attachments. Maximum upload 1MB
Comments
BIUS x <sub>a</sub> x <sup>a</sup> I <sub>x</sub> ↓ Fill = = = Font · Size · A· △·
This year I have learned so much about design.





Now you will have progressed to your Goal Setting Survey. Complete each section. Please click "Save and Exit" if you need to come back to it after a conversation with your supervisor.

Click "Save and Continue" when ready to move to the next step.

**Note:** Your supervisor will see what you enter in this survey.

20

	🔳 🔳 🛛 Font	• Size • <u>A</u>	- 🛛 -		
hat focus on soft skills echnical expertise an 'ograms within the org nals and receive guid	<ul> <li>such as effective ( d support future role janization or seek e ance on career devi</li> </ul>	communication, leaders is in project manageme xternal mentorship to g elopment.	ship, and ent. ain insights		
	Back	k Save and Exit	Save and Con	tinue	

### 21 Now you can add goals for the upcoming year. <u>Please read the instructions.</u>

It is recommended that you create a few goals that you would like to consider working on for the upcoming year. Make sure to consider all the details!

Your supervisor will review and can edit/delete/add goals.

To create goals click "Add Goals"





	c
d	
Add Goals	
urvey, you may consider drafting goals 3 to 5 goals for next 12-months. Your onsider editing and/or adding additional goals.	
Illy review any goals proposed by the employee. It is recommended that each	
of professional and technical objectives. These goals can be ones set by the	
of professional and technical objectives. These goals can be ones set by the	
of professional and technical objectives. These goals can be ones set by the <b>arvisor):</b> upetencies. Unless, it is a professional development goal. This could be working s or joining a networking group for example. Quality, Productivity, Judgement, Customer Service, Self - Management, 'eamwork, and Job Knowledge.	

## 23 Click the "Title" field. This is typically the title will be one or a combination

#### of the following:

Quality of Work, Productivity, Communication, Job Knowledge, Teamwork, Flexibility Judgment/Decision Making, Self- Management, Customer Service, Initiative/Attitude,

Professional Development or Business Development

Create Goals
Enter details of the goal.
All fields marked *** are required Title *
Title Description *
BIUSII, I≣ :≡ :≢ ₩

24 Populate the description with the proposed actions for the year. Make sure you use the SMART Goal method. Please remember to be specific!

All fields marked "*" are required	
Title *	
Productivity	
B I U S Ix       I I S Ix       II I S Ix       II I S IX         Enroll in Advanced Design Software (Identify and enroll in two advanced de proficiency and stay current with the I         Attend Specialized Design Workshop design workshops or webinars to atter sustainable design, structural analysis	Courses: For 2024 I would like to esign software courses to enhance atest features. s: Identify at least three specialized nd, focusing on areas such as s, or emerging technologies.

25	Click "S	Save"			
			Cancel	(	
				Powered by Cornerstone OnDemand, Inc. ©2000-; All Rights Reserved. Terms - Privacy - Cookies - Feed	

**26** Once you created your proposed goals, you are done with the first steps.

Click "Submit"

	· Size · <u>A</u> · A·			
		4		
Current Darfe and Fritz	Sure as Darth and Continue			
Save as Draft and Exit	Save as Draft and Continue	e Submit		(
Save as Draft and Exit	Save as Draft and Continue	2 Submit		

#### 27 Click "Submit" again

Your supervisor will now be able to review and will contact you to schedule a meeting to discuss your performance review.

After your review is all done, you will be asked to review everything and sign off.



See "Finishing Your Annual Review".