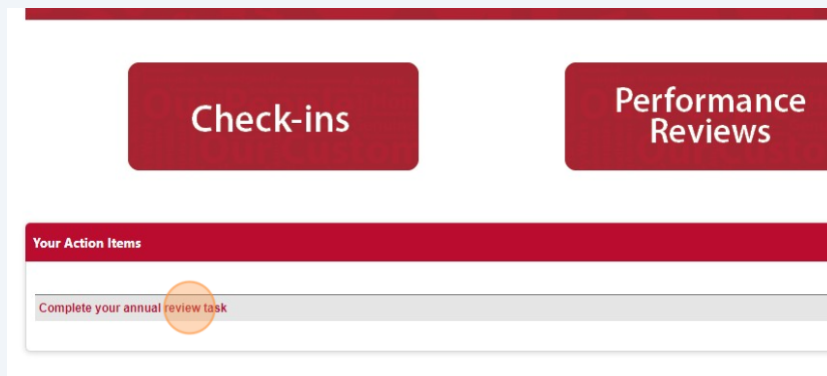


# Completing Annual Self Review

1 Navigate to: <https://eacg.csod.com/>

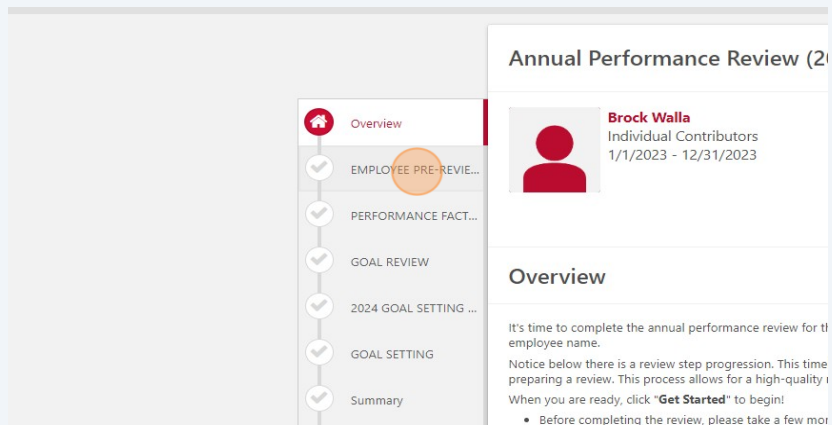
2 To complete your self review, Click "Complete your annual review task"



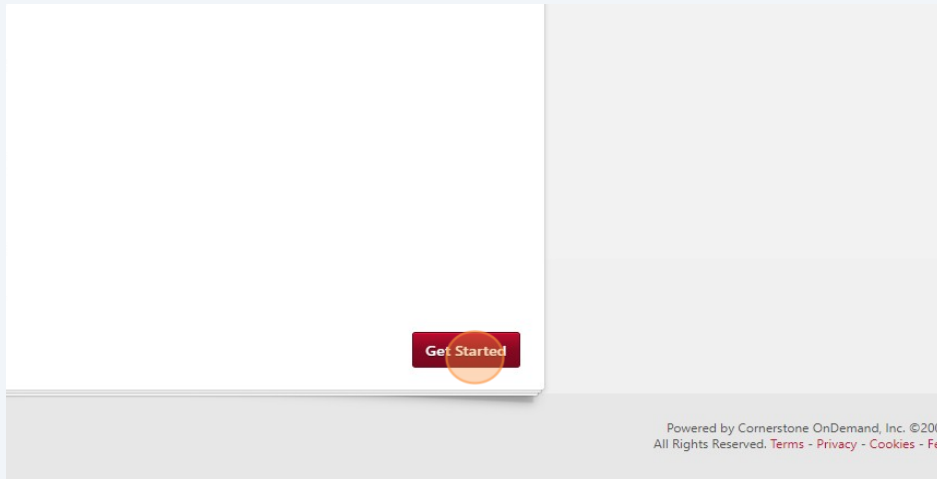
3 Review the instructions.

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

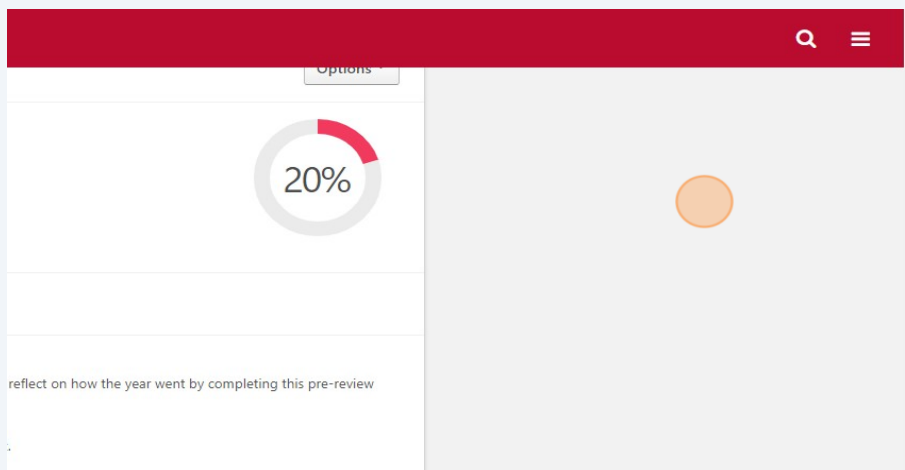
As you complete the review, it is important to make sure to "Save" your work before you exit.



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

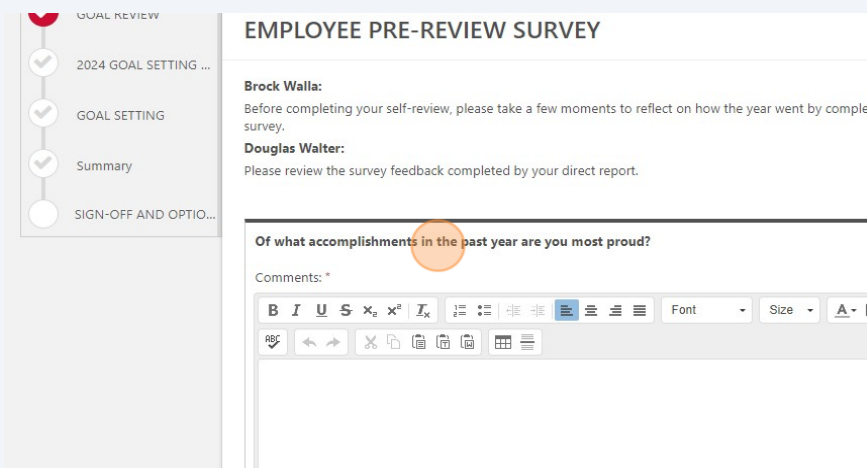


Note: As you progress through your review you will see the progress displayed.



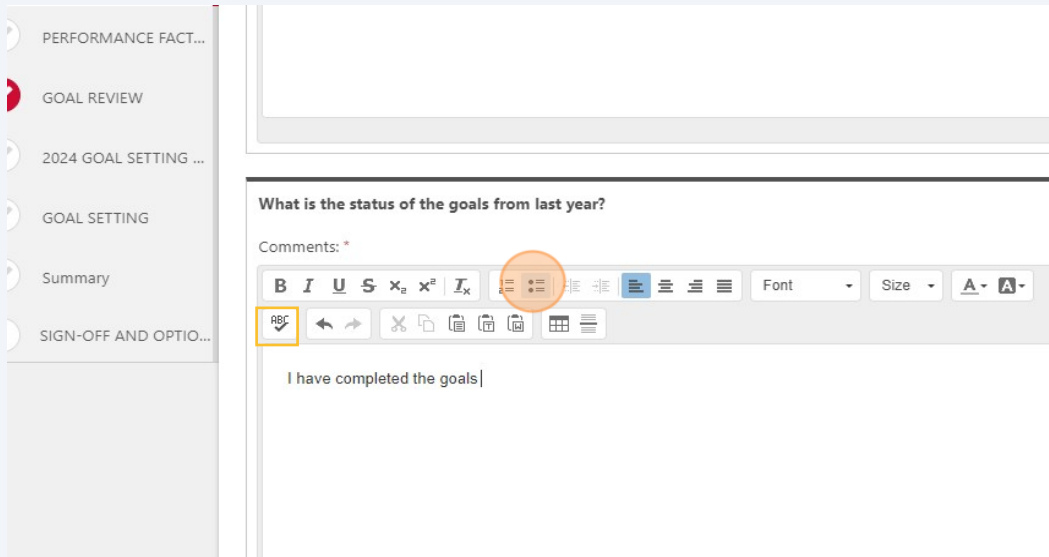
5 The first step of your review is to do some self reflection of the year in the Pre-Survey. This will aid you in completing your self review. At this step, think through the year and denote your responses to each question.

Note: Your supervisor will see your responses.



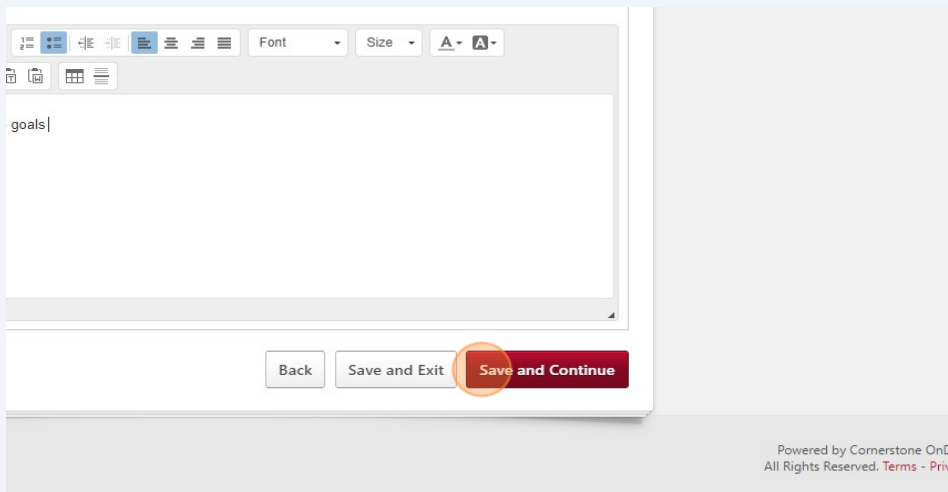
6 Make note of the editing options that you have.

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



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

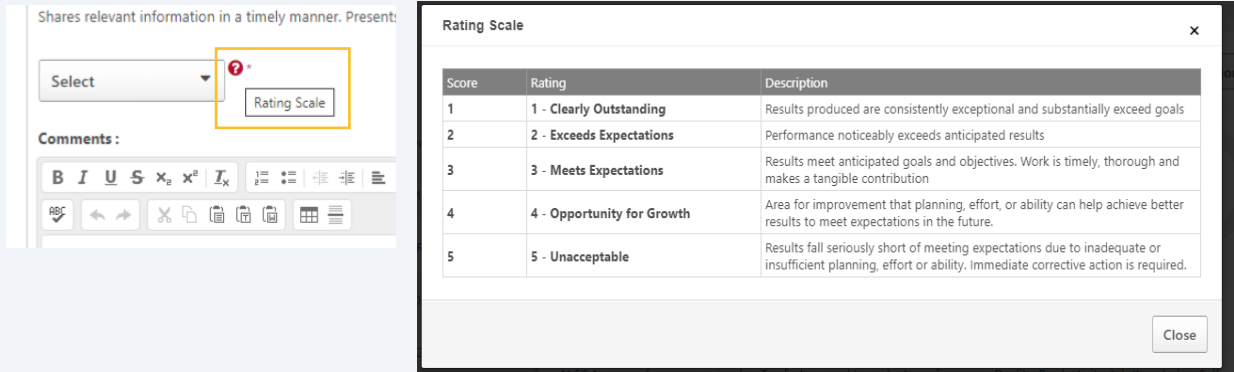
Click "Save and Continue" to proceed.



8 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.



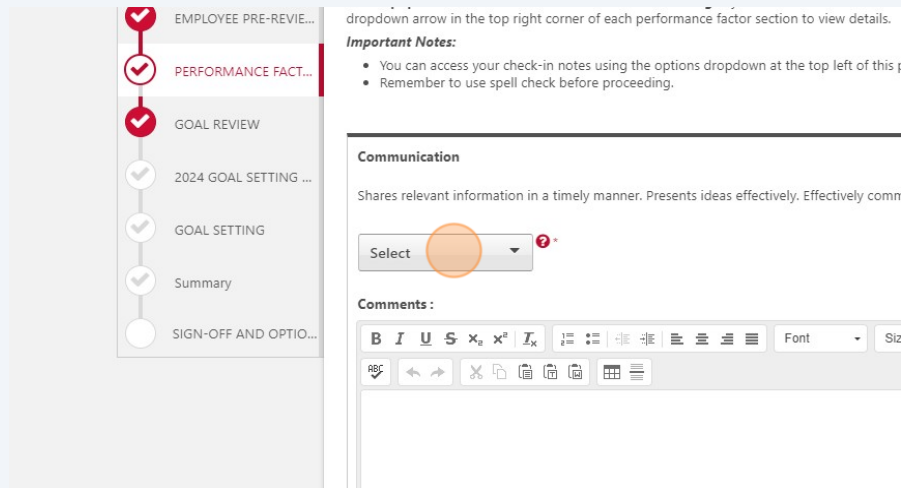
The screenshot shows a self-review interface. On the left, there is a text area with the prompt "Shares relevant information in a timely manner. Present:". Below this is a dropdown menu with the word "Select" and a red question mark icon. A yellow box highlights a "Rating Scale" button next to the dropdown. Below the dropdown is a "Comments:" section with a rich text editor toolbar. On the right, a "Rating Scale" window is open, displaying a table with 5 rows and 3 columns: Score, Rating, and Description.

Score	Rating	Description
1	1 - Clearly Outstanding	Results produced are consistently exceptional and substantially exceed goals
2	2 - Exceeds Expectations	Performance noticeably exceeds anticipated results
3	3 - Meets Expectations	Results meet anticipated goals and objectives. Work is timely, thorough and makes a tangible contribution
4	4 - Opportunity for Growth	Area for improvement that planning, effort, or ability can help achieve better 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.

9 You will have to select a rating for each competency.

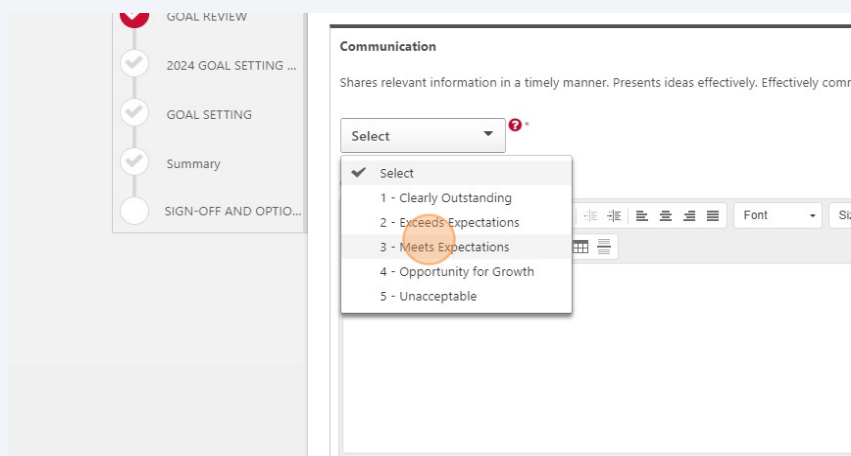
There are 10 competencies total for you to do this for.

Click "Select" as shown below.



The screenshot shows a self-review interface. On the left is a sidebar with navigation items: "EMPLOYEE PRE-REVIEW...", "PERFORMANCE FACT...", "GOAL REVIEW", "2024 GOAL SETTING ...", "GOAL SETTING", "Summary", and "SIGN-OFF AND OPTIO...". The main content area has a dropdown menu with the word "Select" and a red question mark icon. Below the dropdown is a "Comments:" section with a rich text editor toolbar. The main content area also contains text: "dropdown arrow in the top right corner of each performance factor section to view details." and "Important Notes:" with two bullet points.

10 Select how you would rate yourself



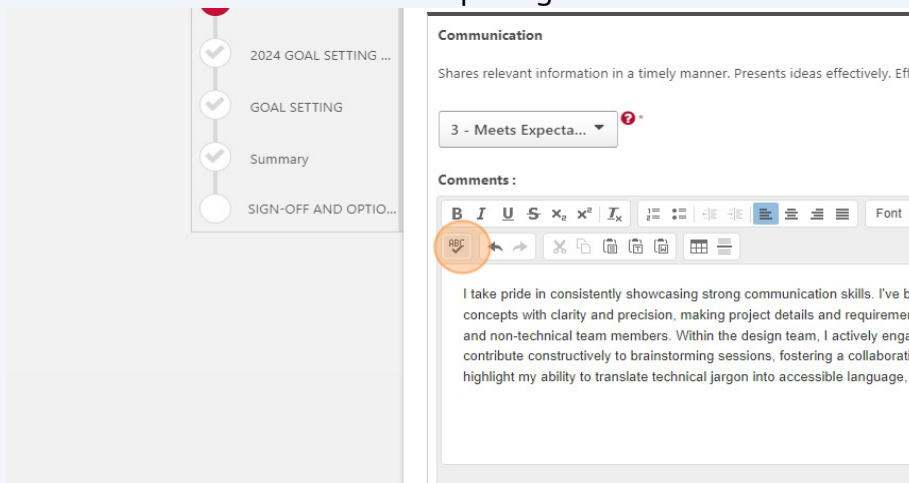
The screenshot shows a self-review interface. On the left is a sidebar with navigation items: "GOAL REVIEW", "2024 GOAL SETTING ...", "GOAL SETTING", "Summary", and "SIGN-OFF AND OPTIO...". The main content area has a dropdown menu with the word "Select" and a red question mark icon. A dropdown menu is open, showing a list of ratings: "1 - Clearly Outstanding", "2 - Exceeds Expectations", "3 - Meets Expectations", "4 - Opportunity for Growth", and "5 - Unacceptable". Below the dropdown is a "Comments:" section with a rich text editor toolbar.

11

You are encouraged to complete each competency with comments.

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

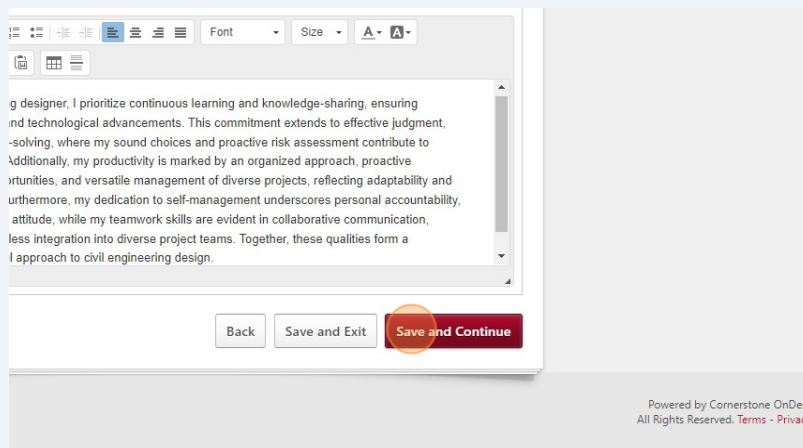
Click as shown below. Review the spelling corrections and then click "Close"



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.

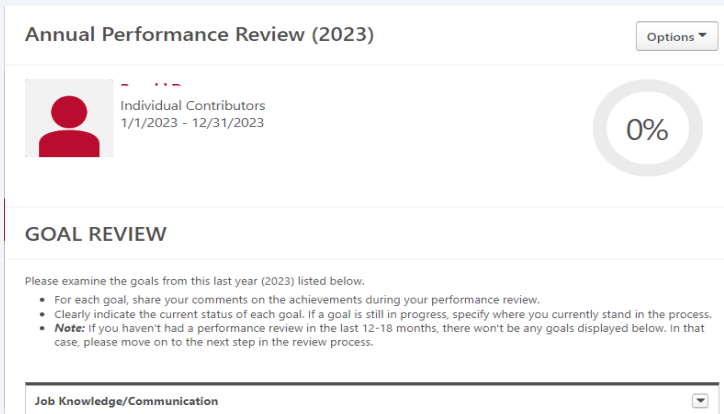
**Note: You can always "Save and Exit" to come back to completing your review or any other step.**



13

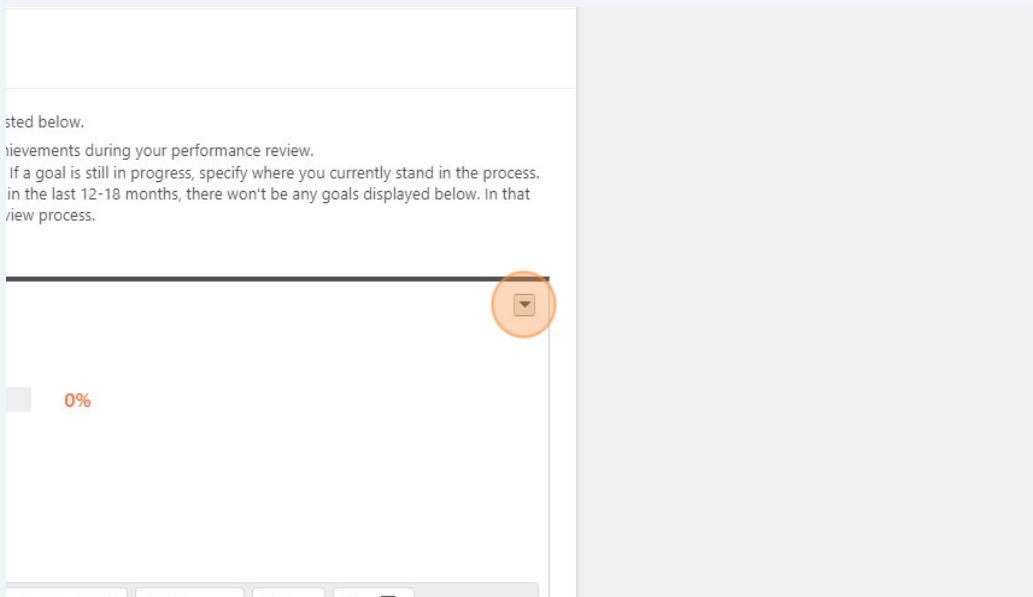
Now you will be asked to review and update your goals. Review the next instructions.

\*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



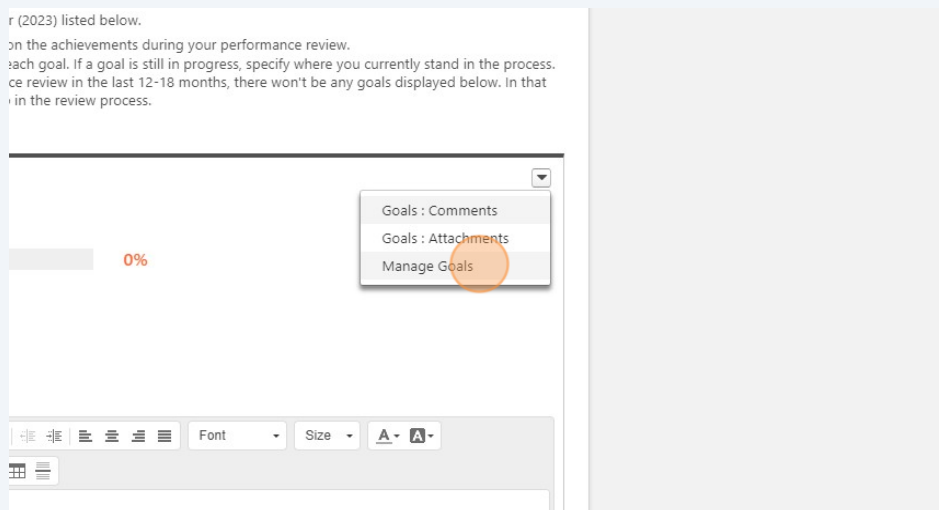
14

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



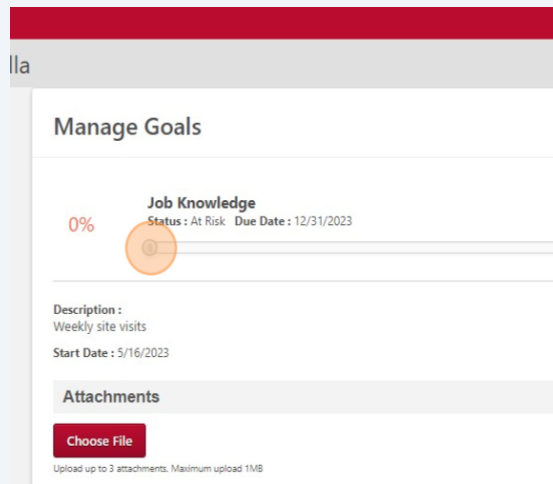
15

Click "Manage Goals"



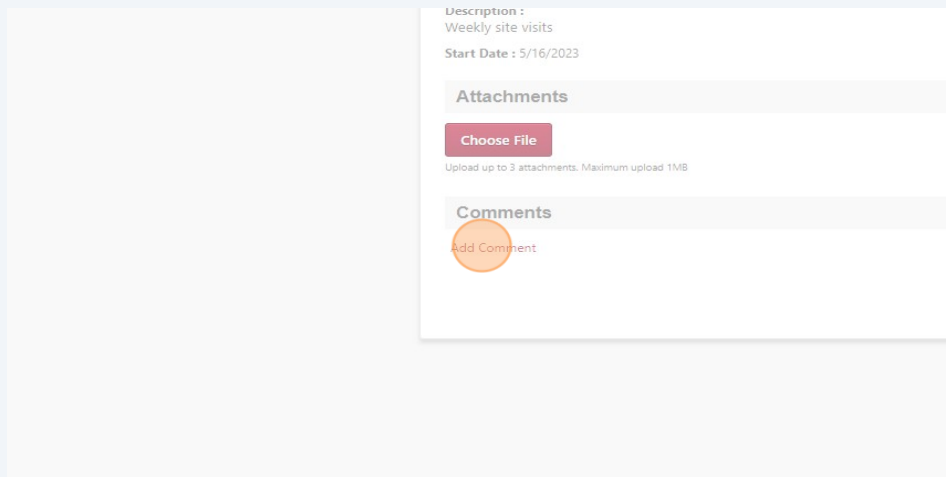
16

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



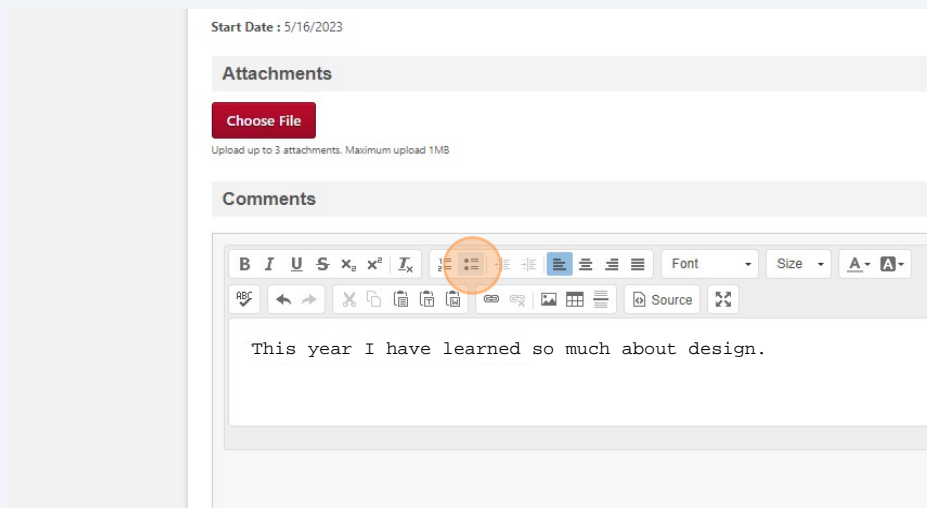
17

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

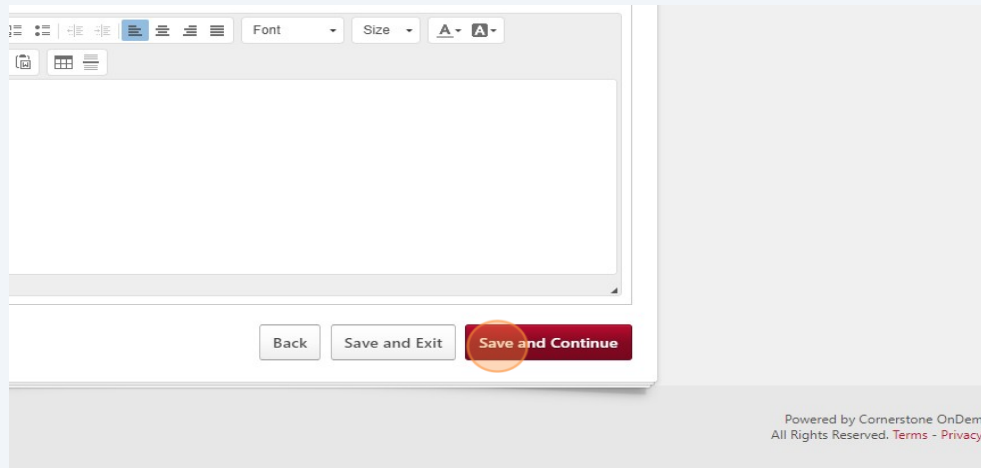


18

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



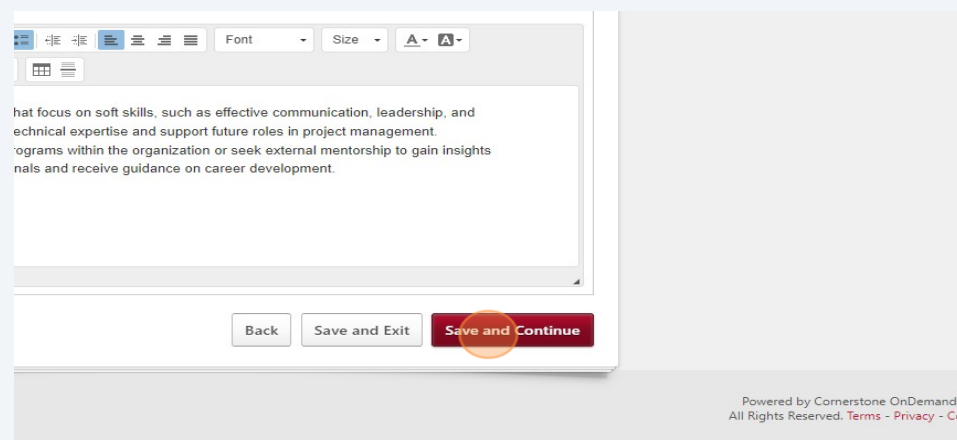
**19** Once you have updated all of the goals, Click "Save and Continue"



**20** 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.



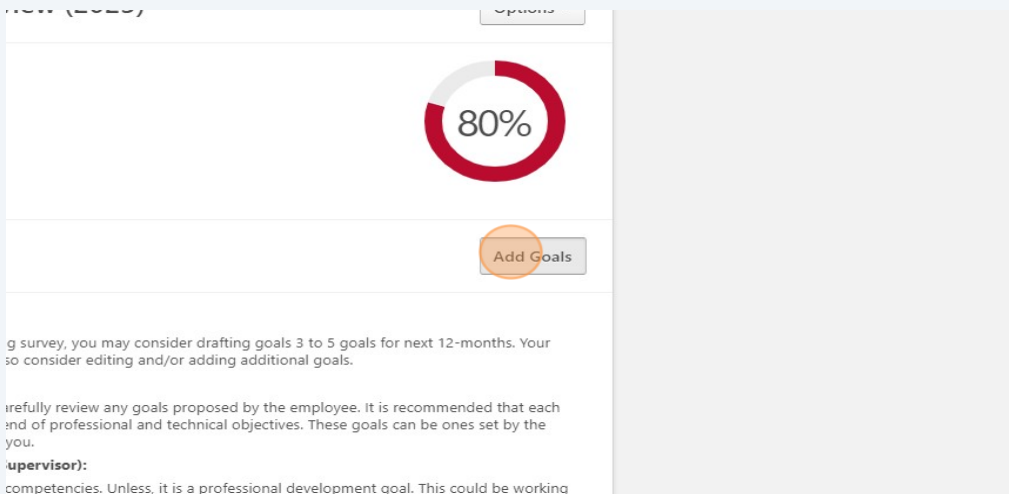


**21** Now you can add goals for the upcoming year. Please read the instructions.

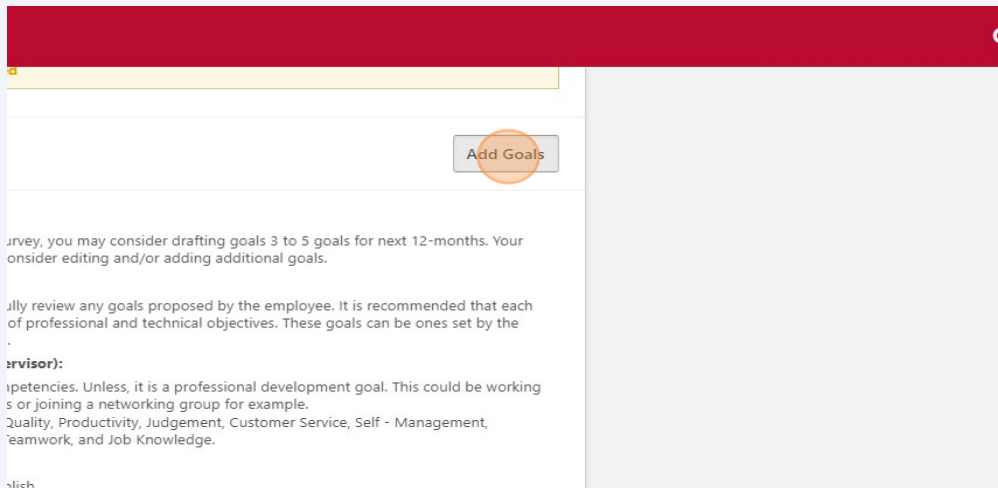
It is recommended that you create a few goals that you would like to consider working on for the upcoming year. Make sure to consider all the details!

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

To create goals click "Add Goals"



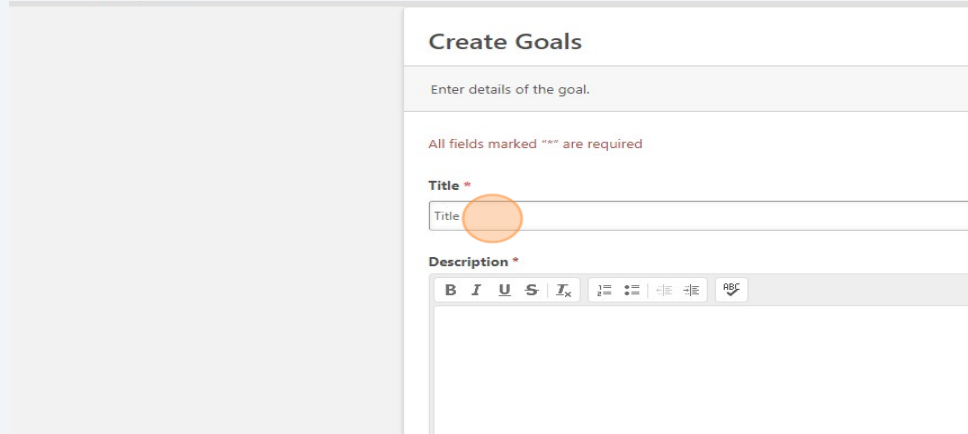
**22** Click "Add Goals"



23

Click the "Title " field. This is typically the title will be one or a combination of the following:

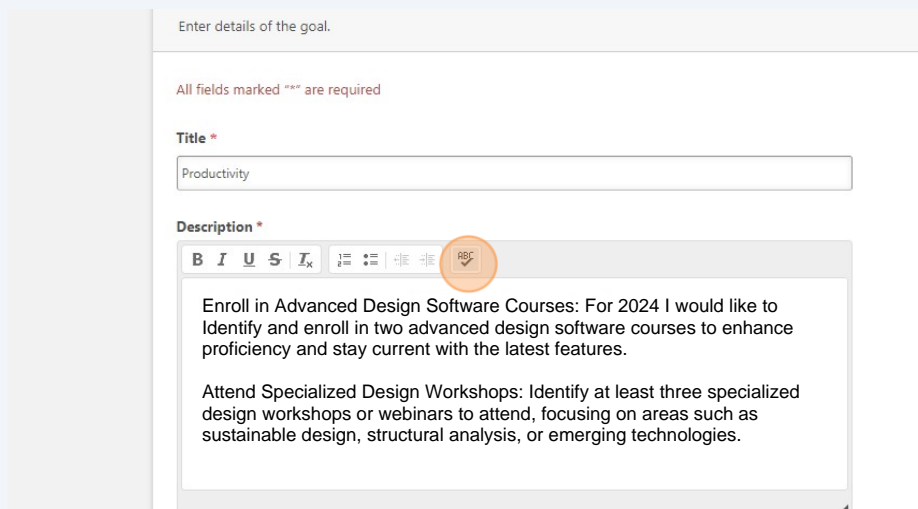
Quality of Work, Productivity, Communication, Job Knowledge, Teamwork, Flexibility Judgment/Decision Making, Self- Management, Customer Service, Initiative/Attitude, Professional Development or Business Development



The screenshot shows a web form titled "Create Goals". At the top, it says "Enter details of the goal." Below that, a note states "All fields marked "\*" are required". The "Title \*" field is a text input box with "Title" written inside, and it is highlighted with an orange circle. Below the title field is a rich text editor for the "Description \*" field, which includes a toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and undo.

24

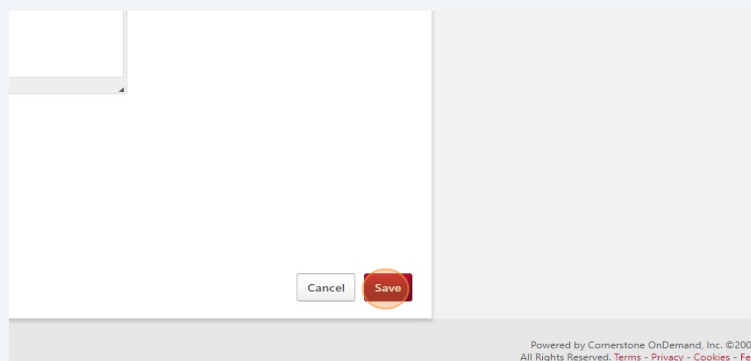
Populate the description with the proposed actions for the year. Make sure you use the SMART Goal method. Please remember to be specific!



The screenshot shows the "Create Goals" form with the "Title" field populated with the word "Productivity". The "Description" field is populated with two paragraphs of text. The first paragraph reads: "Enroll in Advanced Design Software Courses: For 2024 I would like to Identify and enroll in two advanced design software courses to enhance proficiency and stay current with the latest features." The second paragraph reads: "Attend Specialized Design Workshops: Identify at least three specialized design workshops or webinars to attend, focusing on areas such as sustainable design, structural analysis, or emerging technologies." The rich text editor toolbar is visible above the description field.

25

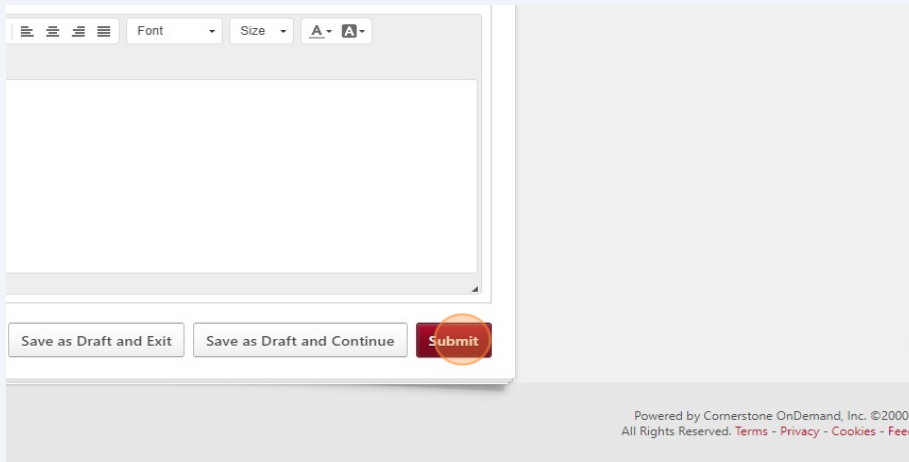
Click "Save"



The screenshot shows the bottom portion of the "Create Goals" form. At the bottom center, there are two buttons: a white "Cancel" button and a red "Save" button. Below the buttons, there is a footer with the text: "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"



**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".

