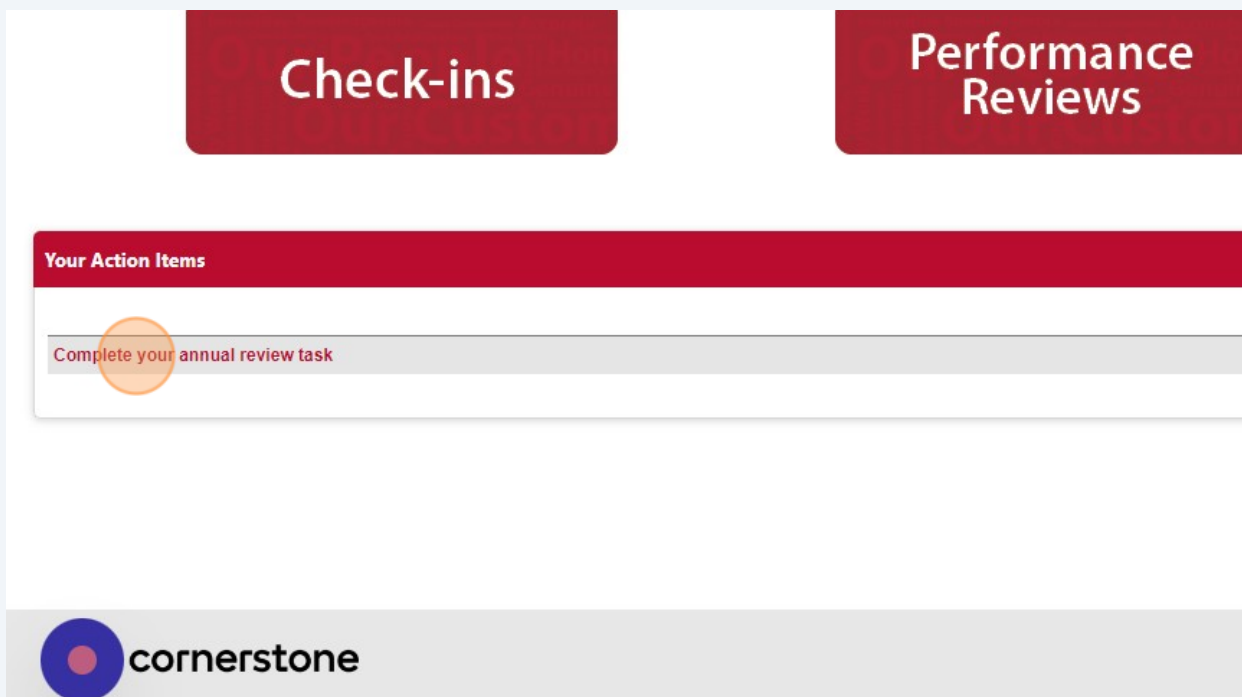


Employee - How to Finish Your Annual Review

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

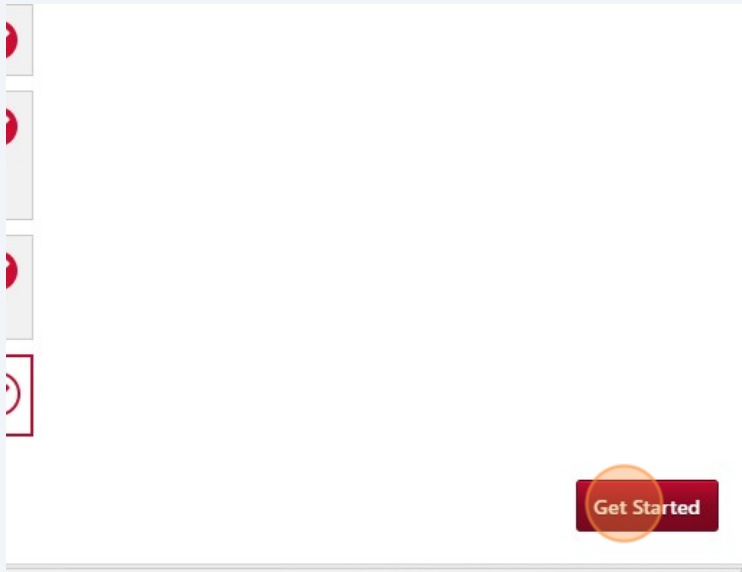
2 Once your review has been delivered in person, your supervisor will electronically sign your review and then it will come to you to review and sign.

Click "Complete your annual review task"



3

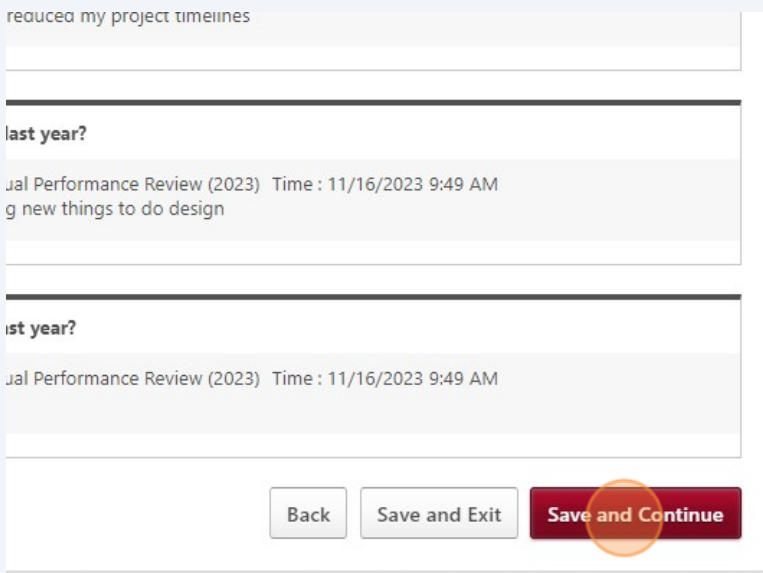
Read through everything and then Click "Get Started" to review the performance review that was presented.



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4

Review your pre-review survey. Click "Save and Continue"



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5 Read through the comments and ratings.

Click "More" to expand each section.

Shares relevant information in a timely manner. Presents ideas effectively. Effectively communicates orally & writes with clarity.

3 - Meets Expectations

VIEW 3 COMMENTS ↓

Anna Grimes (Indirect Manager) Review : Annual Performance Review (2023) Time : 11/18/2023 10:10 AM
Over the past quarter, there has been noticeable effort in enhancing communication skills. The individual has successfully implemented strategies to improve the clarity and conciseness of their messaging, both in written and verbal communication. Active listening skills have also seen marked improvement, with the individual consistently

Douglas Walter (Manager) Rated : 3 - 3 - Meets Expectations Review : Annual Performance Review (2023) Time : 11/17/2023 10:29 AM
Brock's communication performance over the past year has been commendable, particularly in team collaborations where he actively engages and contributes constructively. His written and verbal communication within the team has been clear and effective, fostering a positive and collaborative work environment. However, there is an opportunity for

Customer Service (Internal & External)

6 Once you have reviewed each section, click "Save and Continue"

COMMENTS

ger) Review : Annual Performance Review (2023) Time : 11/18/2023 10:20 AM
Brock has consistently demonstrated strong professional growth, particularly in the areas of
y, flexibility, job knowledge, productivity, quality, self-management, and teamwork. As a
n commendable judgment, a keen eye for detail, and a proactive attitude toward learning.

Review : Annual Performance Review (2023) Time : 11/17/2023 10:31 AM
aspects of his role as a civil engineering designer, showcasing a strong commitment to
d job knowledge. His technical proficiency, adaptability, and contributions to quality work
as, positioning him as a valuable asset to the team. In addition to his individual

Back Save and Exit **Save and Continue**

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7

Re-review the current year goals progress if there are any and then click "Save and Continue"

The screenshot shows a performance review interface. At the top, there is a progress bar indicating 51% completion. Below the progress bar, the text reads: "Review : Annual Performance Review (2023) Time : 11/17/2023 10:31 AM" and "Review : Annual Performance Review (2023) Time : 11/17/2023 10:31 AM" and "Review : Annual Performance Review (2023) Time : 11/17/2023 10:31 AM". At the bottom of the interface, there are three buttons: "Back", "Save and Exit", and "Save and Continue". The "Save and Continue" button is highlighted with a red circle.

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8

Now re-review your goal setting survey.

Click "More" to expand each section.

Please take a few moments to reflect on both your technical and professional development. After reflecting, the next step will be to consider your next year's goals. If you do not have any suggestions for your goals, please connect with your supervisor.

What is your long-term goal or career objective?



Brock Walla (Self) Review : Annual Performance Review (2023) Time : 11/16/2023 10:07 AM

My long-term career objective is to evolve into a skilled project manager within the field of civil engineering. Building upon my current expertise in design, which includes layouts, grading, and calculations, I aim to solidify a strong foundation for future leadership roles. I am committed to continuous learning, actively seeking opportunities to develop

More

What are your short-term goals or job roles that might help you get to your long-term goal?



Brock Walla (Self) Review : Annual Performance Review (2023) Time : 11/16/2023 10:07 AM

1. Enroll in Project Management Courses:

- Complete at least one formal project management course within the next year to acquire foundational knowledge.

More

9 After reviewing click "Save and Continue" to proceed to reviewing the new goals.

Annual Performance Review (2023) Time : 11/16/2023 10:07 AM
I plan to focus on the following goals over the next year:

io:

More

I want?

Annual Performance Review (2023) Time : 11/16/2023 10:07 AM
that focus on soft skills, such as effective communication, leadership, and teamwork, to
artise and support future roles in project management.
rograms within the organization or seek external mentorship to gain insights from

More

Back Save and Exit **Save and Continue**

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10 Review the new goals that were set.

Click "More" to expand and review the details.

Communication & Professional Development: Professional Engagement and Recruitment
December 31, 2024

New – Please Review

In 2024, Brock has set a comprehensive professional development goal aimed at both commun
organizational growth.
By December 31, 2024, he will actively participate in a volunteer organization of his choosing, c
with his interests. **More**

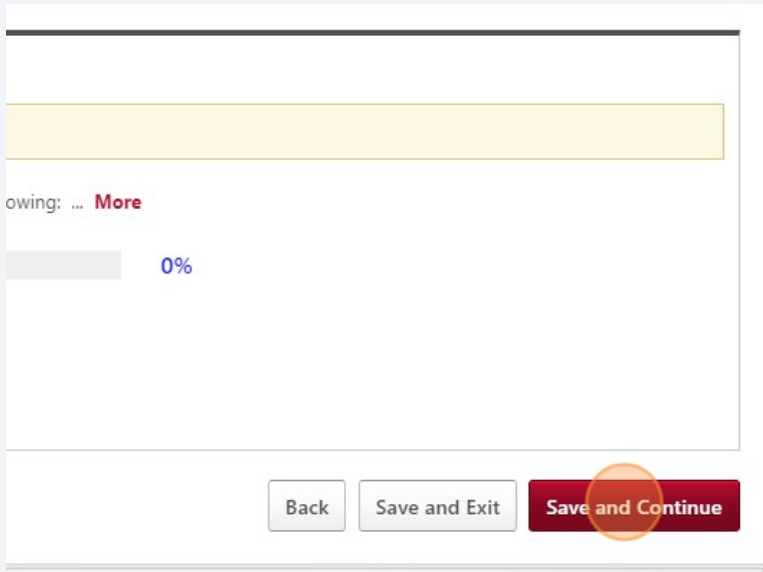
Progress : **0%**

Status : On Track
Start Date : 1/1/2024
Due Date : 12/31/2024
[more...](#)

Job Knowledge

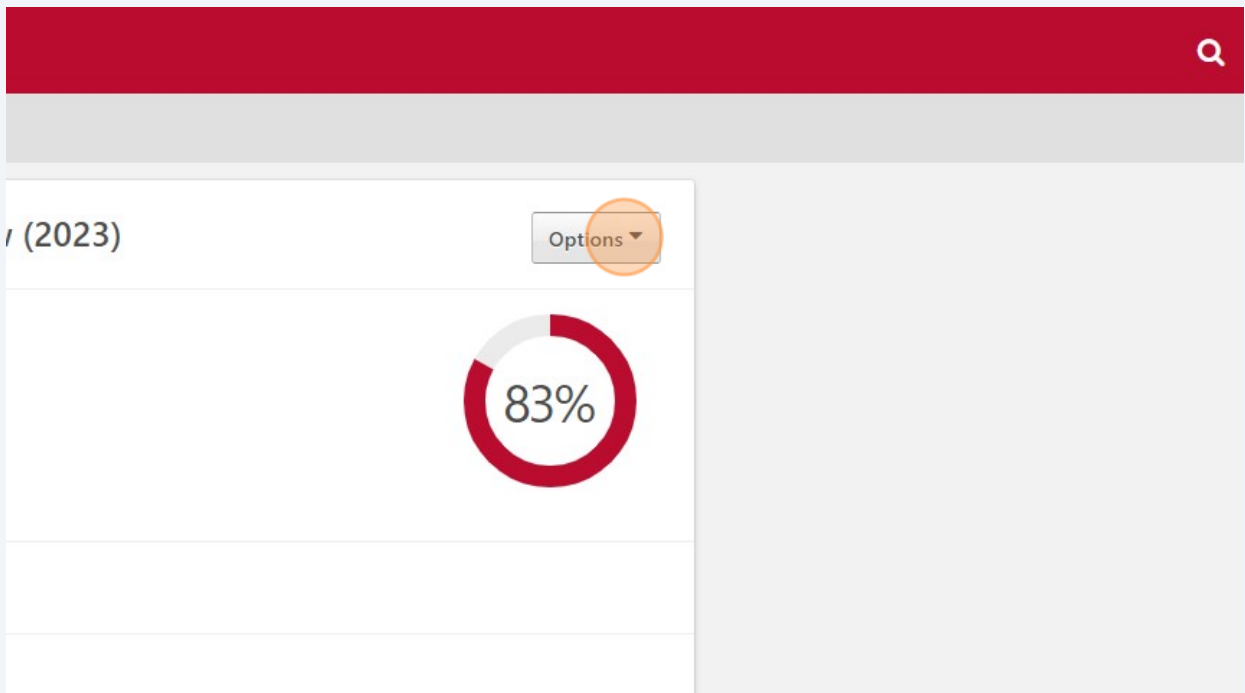
- Overview
- EMPLOYEE PRE-REVIE...
- PERFORMANCE FACT...
- GOAL REVIEW
- 2024 GOAL SETTING ...
- GOAL SETTING**
- Summary

11 After reviewing, click "Save and Continue" to proceed.



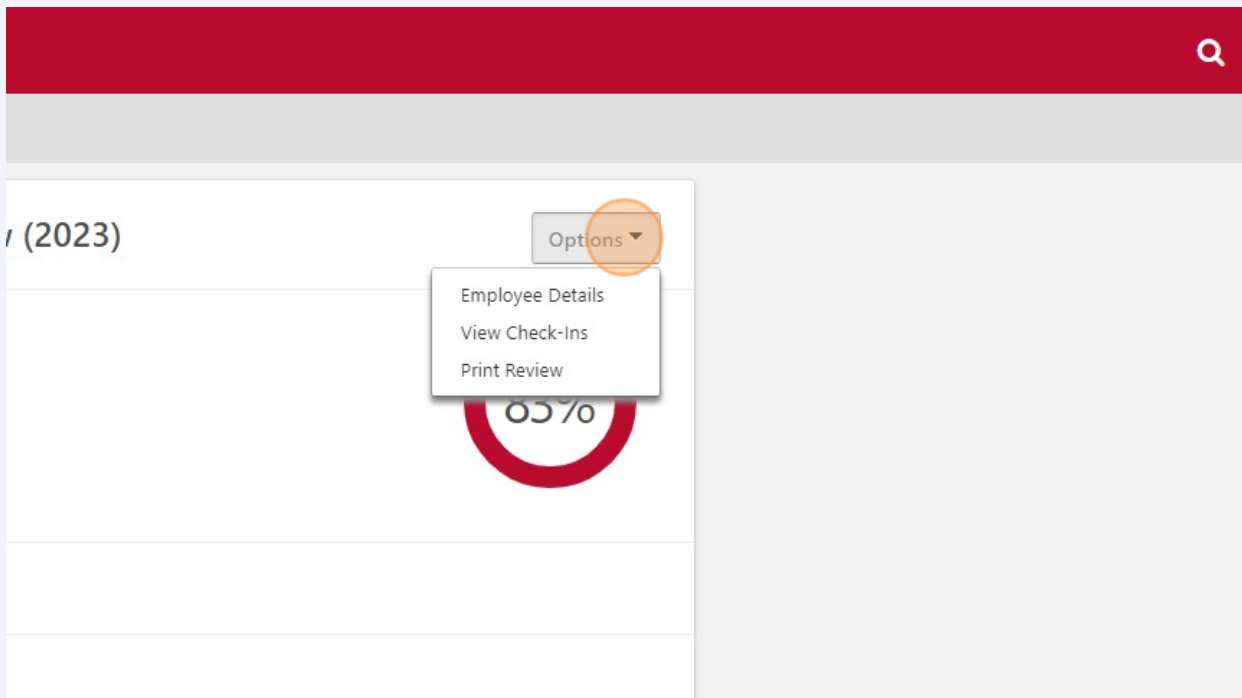
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12 Note that you can Print a copy by clicking on "Options"



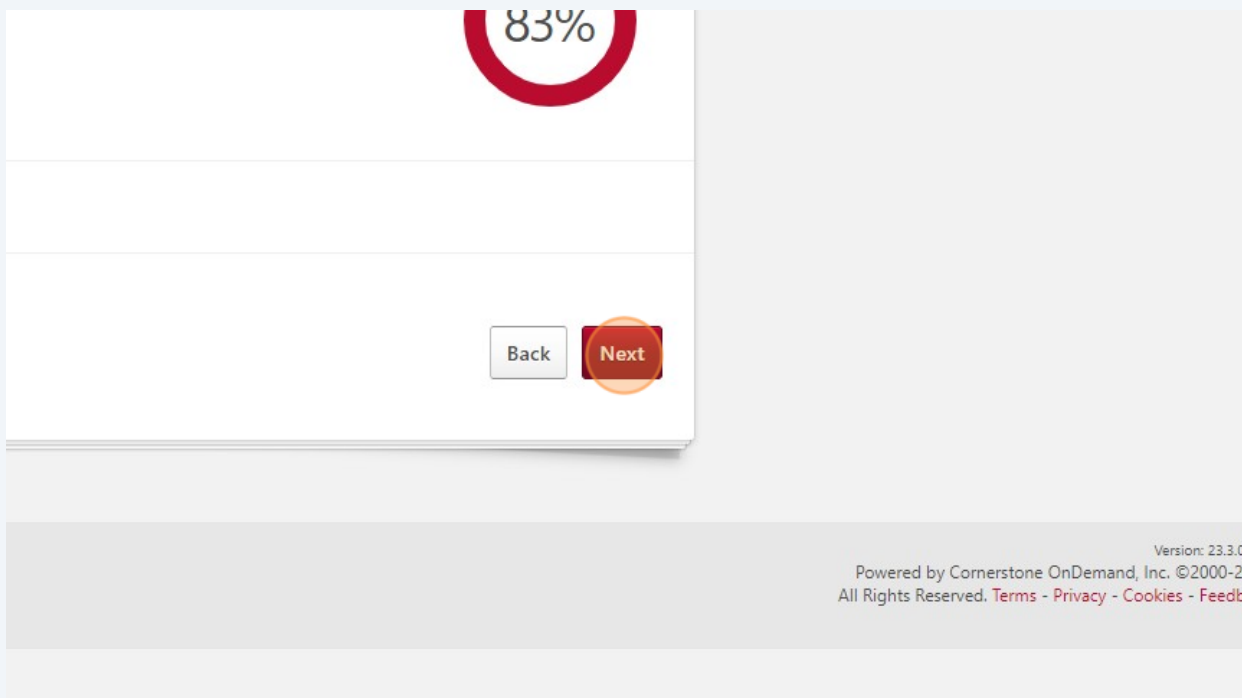
13

See options as shown, click "Print Review" - note that it takes a few moments to process this request.



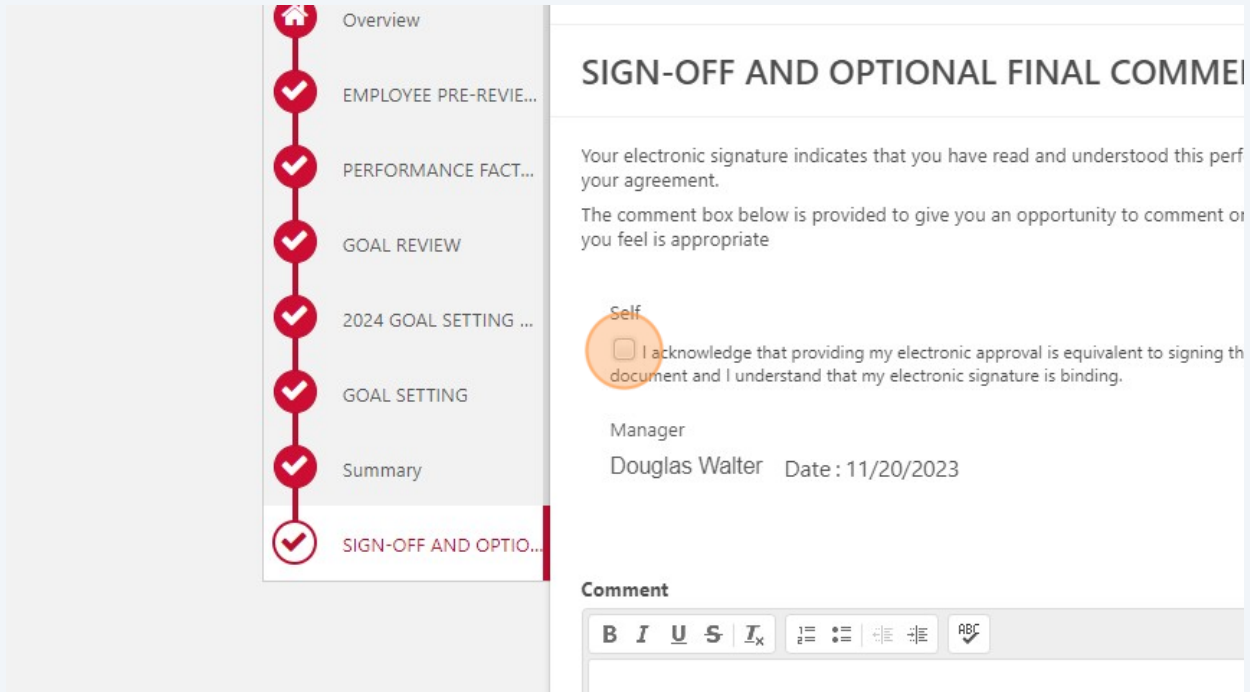
14

After you have reviewed the goals, click "Next"

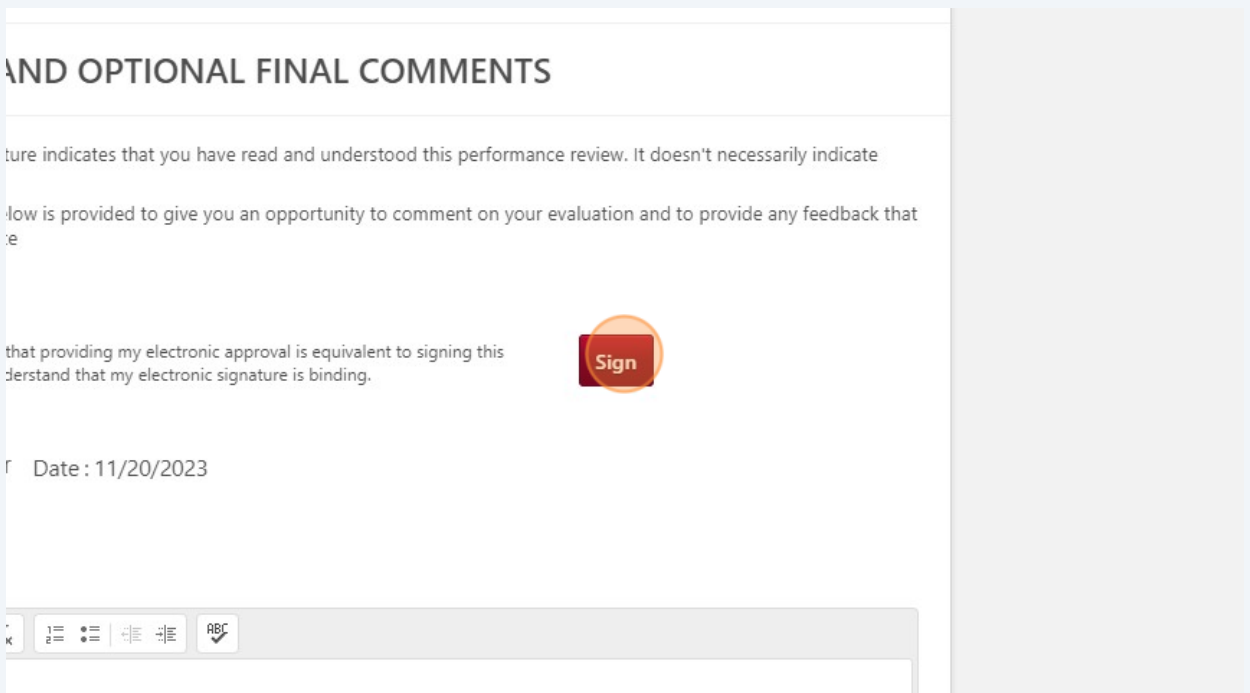


15 Now you can sign your review.

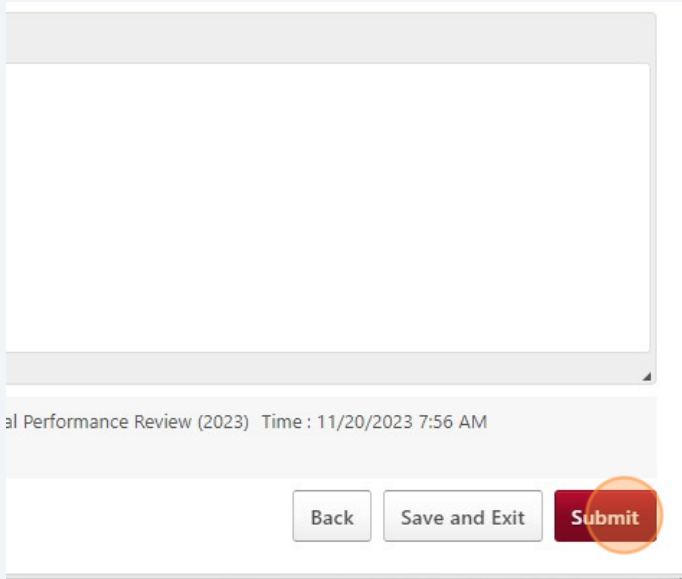
Click the "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding." field.



16 Then Click "Sign"



17 Feel free to leave any comments and then click "Submit"



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18 Click "Submit" Again and you are done with your review!

See Employee - How to update your goals.

