PEP ONLINE

The Performance Evaluation Process

HUMAN RESOURCES
UNMJOBS.UNM.EDU

Manager Guide

Index

Updating **Goals Before the Self-Evaluation…Page 4**

The Manager Evaluation of the Employee…Page12

Performance Discussion Step**…Page 22**

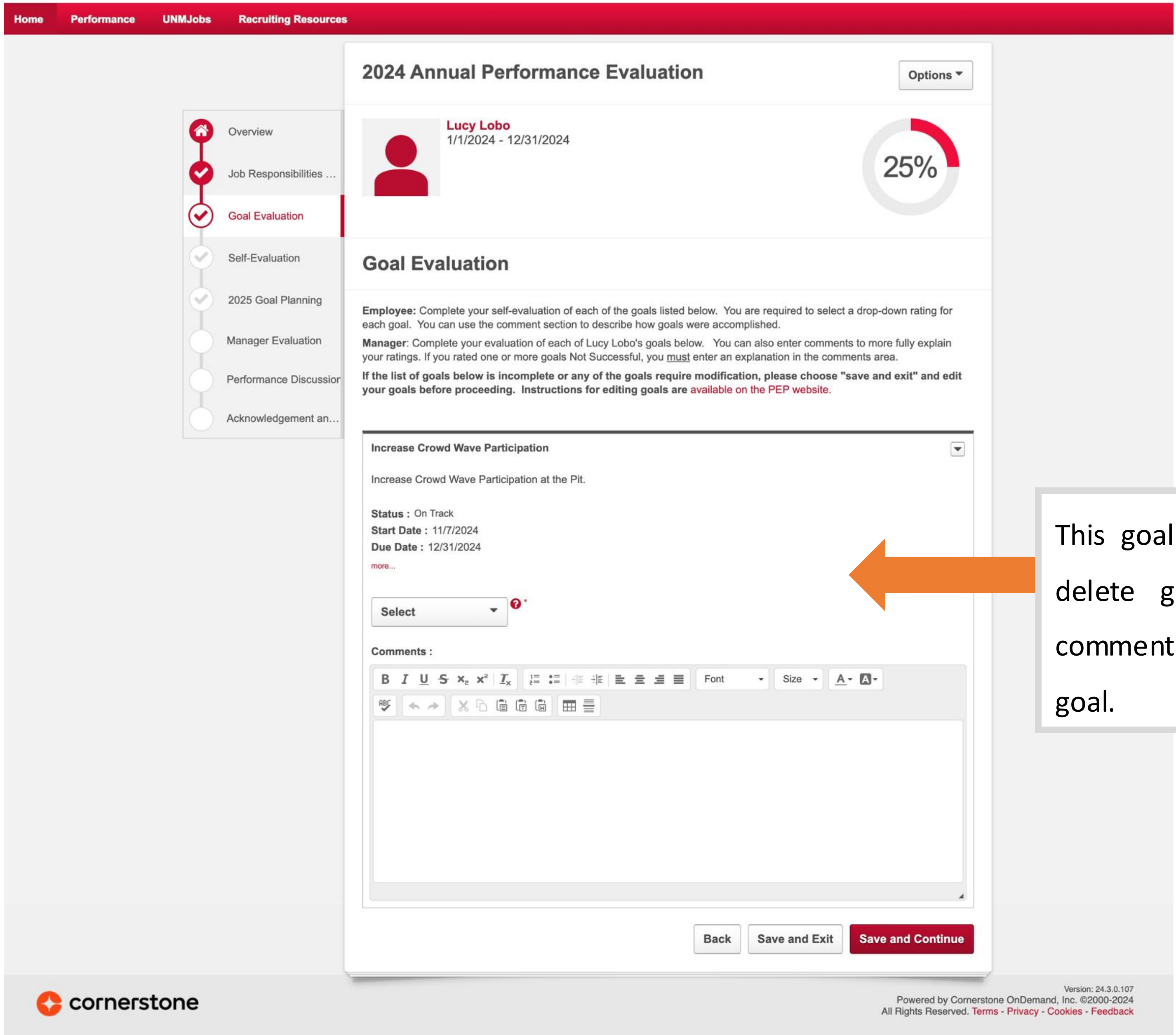
Troubleshooting…Page 41

Reports…Page 51

Things you can do to get ready

- Make sure your employee's goals are correct:
    - Sometimes our goals have changed throughout the year and we are unable to complete them.
    - You can add comments and edit goals throughout the year.
    - You should be discussing the progress of goals throughout the year during one-on-one's.
- You want to make sure you are evaluating the most accurate goals.
- It's best to edit a goal rather than cancel because the cancelled goals will still show up in the PEP.

Updating Goals Before the Self-Evaluation


Home
Performance
UNMJobs
Recruiting Resources
Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
2025 Goal Planning
Manager Evaluation
Performance Discussion
Acknowledgement an…
25%
Select
Font
Size
Back
Save and Exit
Save and Continue
cornerstone

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Goal Evaluation

Employee: Complete your self-evaluation of each of the goals listed below. You are required to select a drop-down rating for each goal. You can use the comment section to describe how goals were accomplished.

Manager: Complete your evaluation of each of Lucy Lobo's goals below. You can also enter comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require modification, please choose "save and exit" and edit your goals before proceeding. Instructions for editing goals are available on the PEP website.

Increase Crowd Wave Participation

Increase Crowd Wave Participation at the Pit.

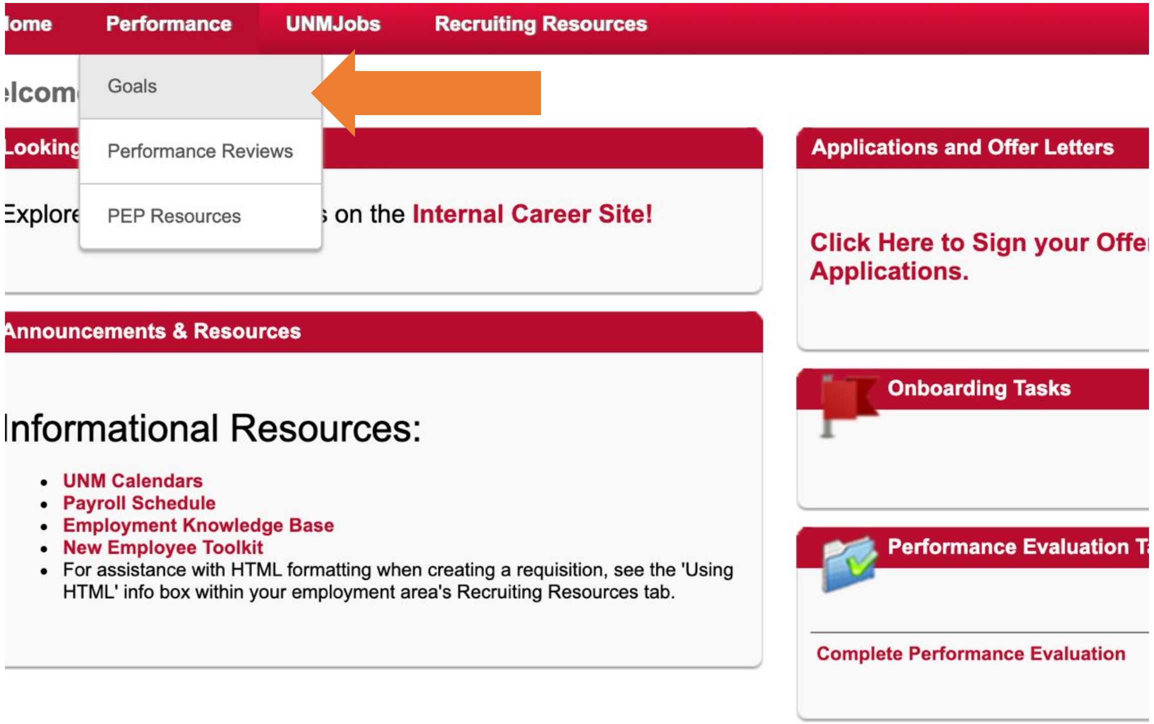
Status : On Track
Start Date : 11/7/2024
Due Date : 12/31/2024
more...

Comments :

Version: 24.3.0.107
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

This goal is no longer applicable. I cannot delete goals, so I need to add some comments to explain why I am cancelling the goal.

1. Click on Performance->Goals


lome
Performance
UNMJobs
Recruiting Resources
Goals
Performance Reviews
PEP Resources
Applications and Offer Letters
Onboarding Tasks
Performance Evaluation T
Announcements & Resources

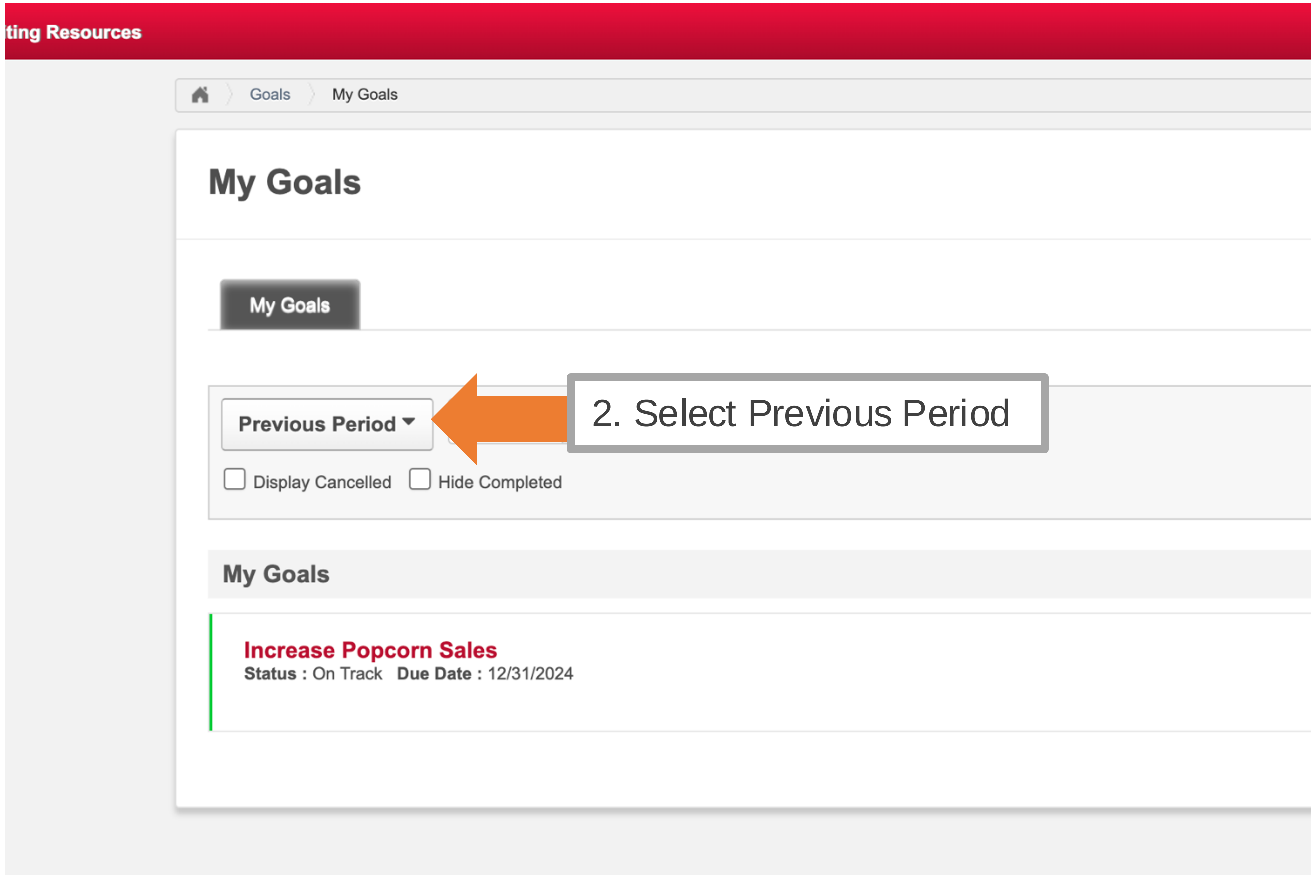
Explore … on the **Internal Career Site!**

Click Here to Sign your Offe Applications.

Informational Resources:

- **UNM Calendars**
- **Payroll Schedule**
- **Employment Knowledge Base**
- **New Employee Toolkit**
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

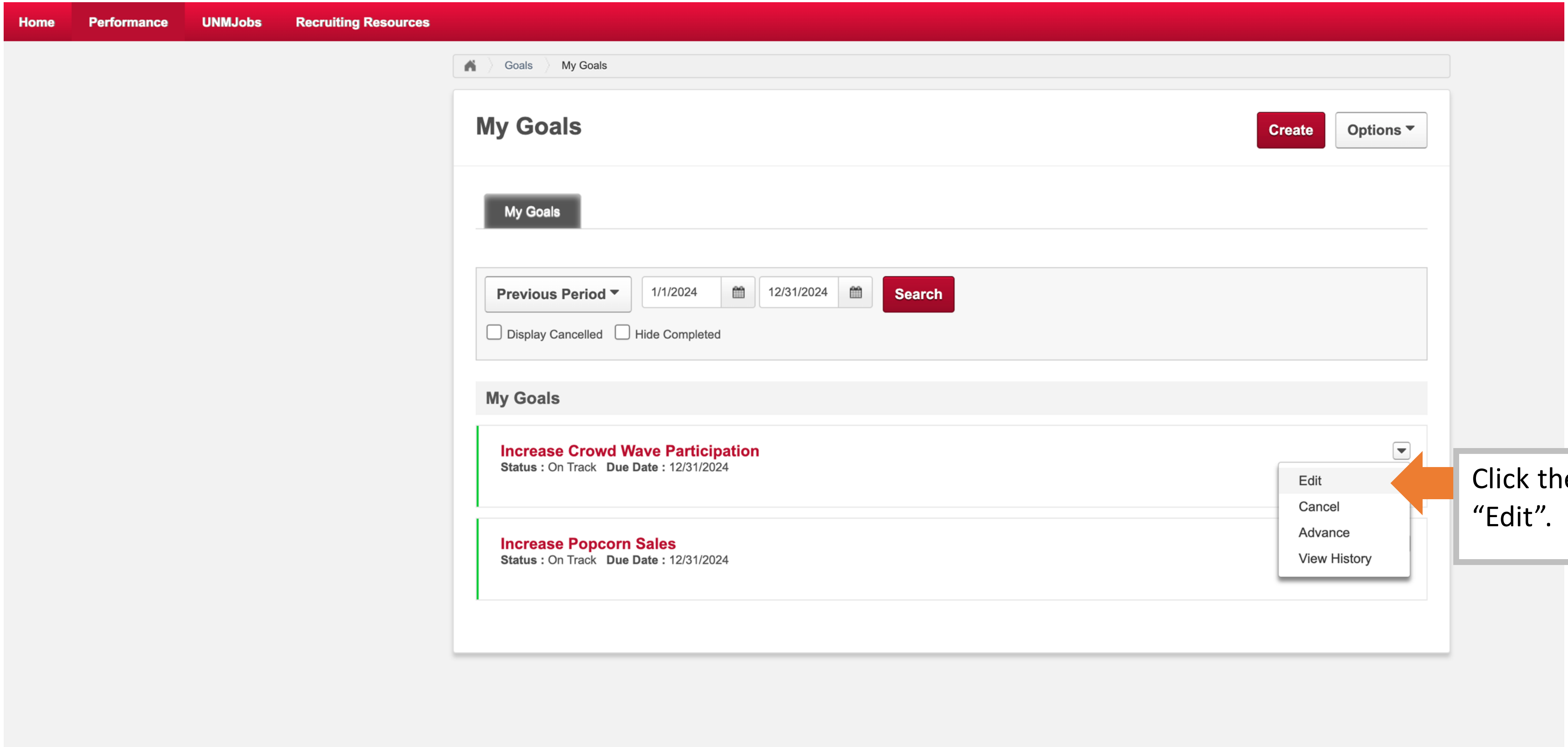
Complete Performance Evaluation


ting Resources
Goals
My Goals
My Goals
My Goals
Previous Period
☐ Display Cancelled
☐ Hide Completed

2. Select Previous Period

My Goals

Increase Popcorn Sales
Status : On Track **Due Date :** 12/31/2024


Home
Performance
UNMJobs
Recruiting Resources
Goals
My Goals
Create
Options
My Goals
Previous Period
Search
Display Cancelled
Hide Completed
Edit
Cancel
Advance
View History

My Goals

1/1/2024 – 12/31/2024

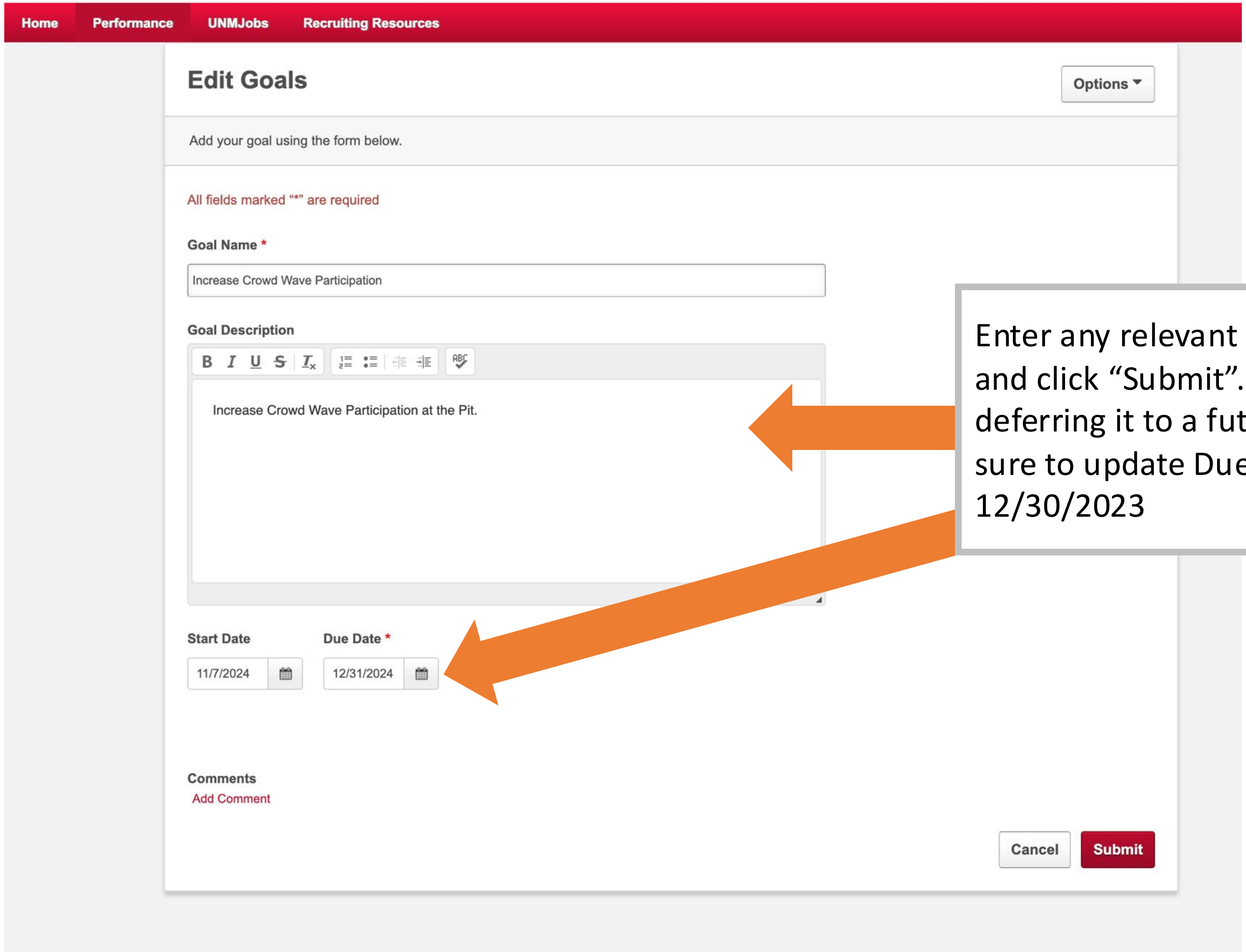
☐ Display Cancelled ☐ Hide Completed

My Goals

Increase Crowd Wave Participation
Status : On Track **Due Date :** 12/31/2024

Increase Popcorn Sales
Status : On Track **Due Date :** 12/31/2024

Click the dropdown and "Edit".


Home
Performance
UNMJobs
Recruiting Resources
Options
Add Comment
Cancel
Submit

Edit Goals

Add your goal using the form below.

All fields marked "*" are required

Goal Name *

Increase Crowd Wave Participation

Goal Description

Increase Crowd Wave Participation at the Pit.

Start Date: 11/7/2024

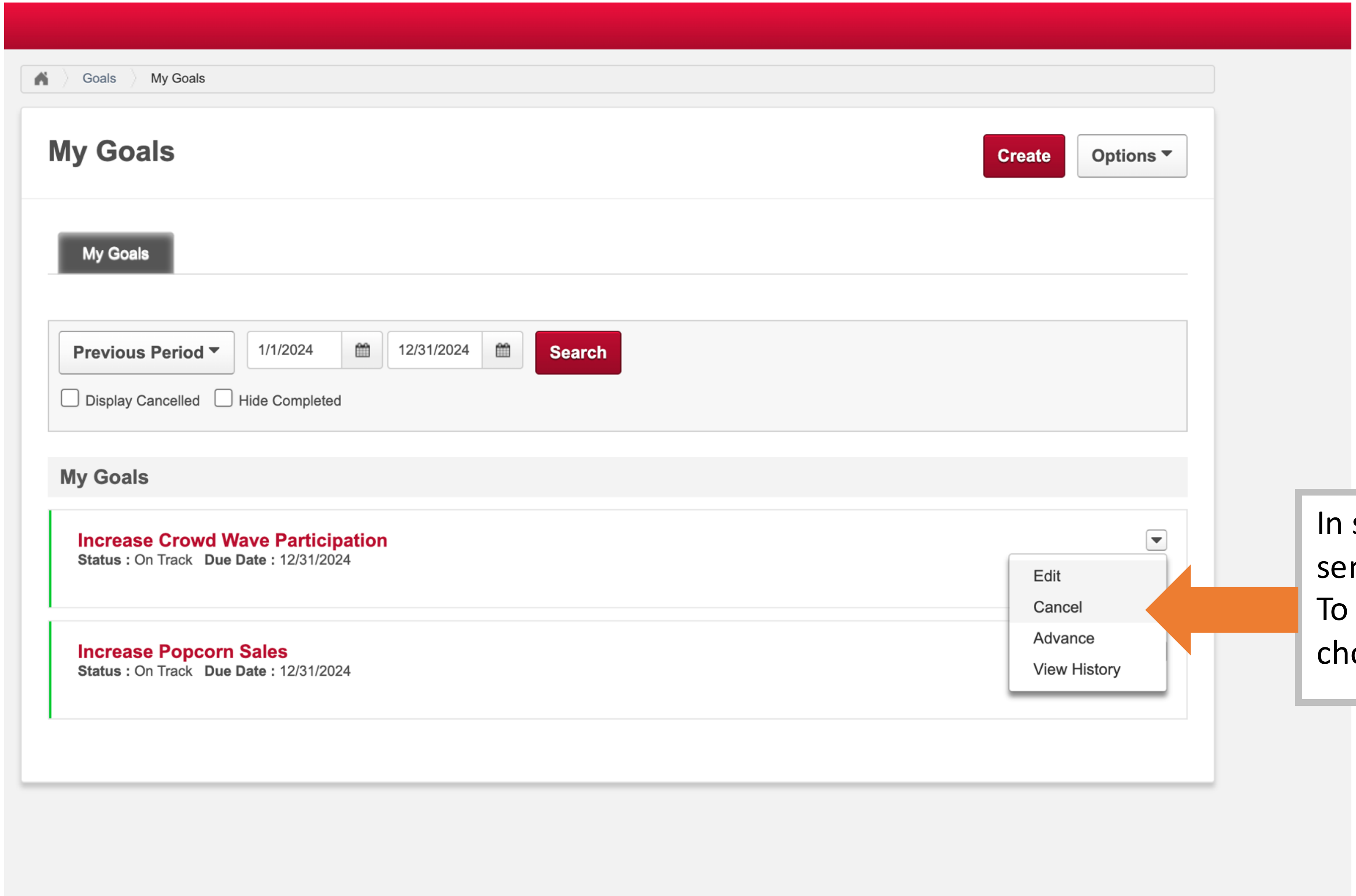
Due Date *: 12/31/2024

Comments

Enter any relevant comments and click “Submit”. If you are deferring it to a future goal- be sure to update Due date to 12/30/2023

PEP ONLINE

HUMAN RESOURCES


Goals
My Goals
Create
Options
My Goals
Previous Period
Search
Edit
Cancel
Advance
View History

My Goals

1/1/2024 12/31/2024

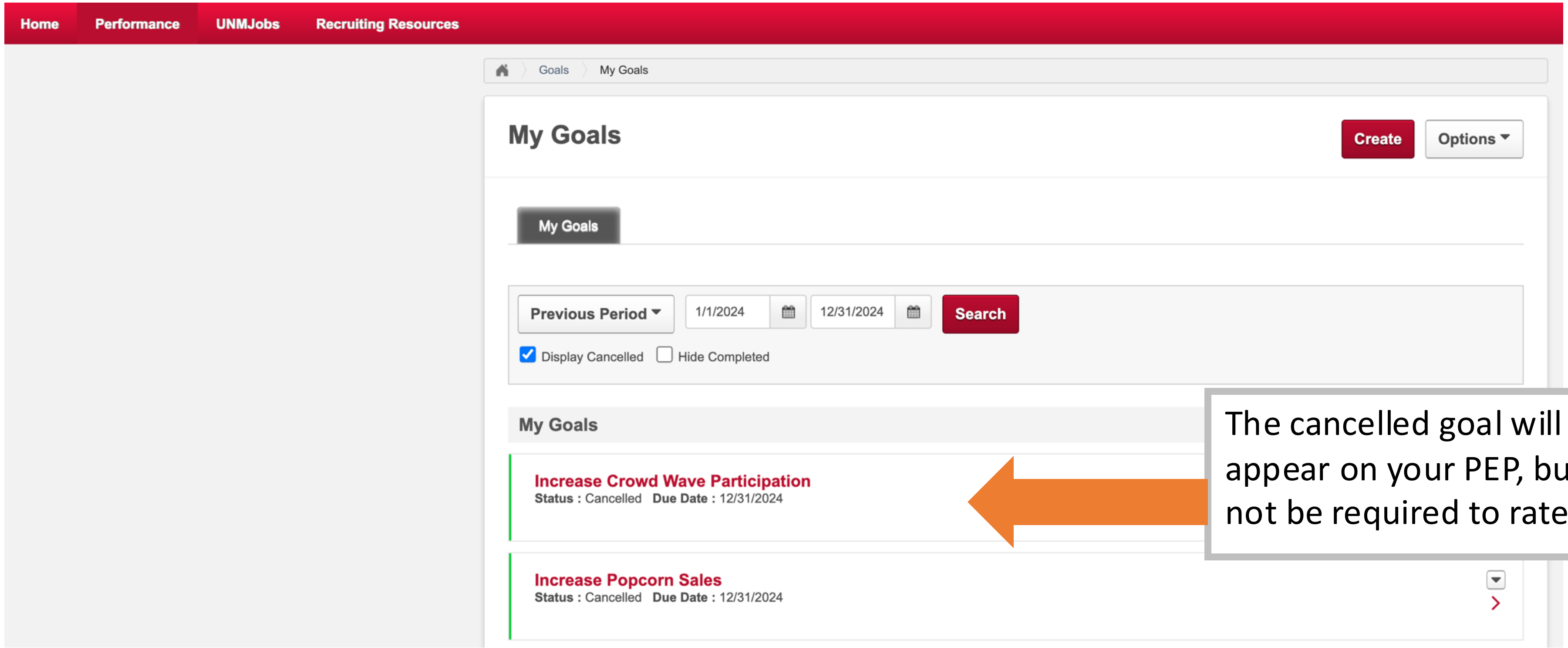
☐ Display Cancelled ☐ Hide Completed

My Goals

Increase Crowd Wave Participation
Status : On Track **Due Date :** 12/31/2024

Increase Popcorn Sales
Status : On Track **Due Date :** 12/31/2024

In some cases, it might make more sense to cancel a goal.
To do this- click the dropdown and choose “Cancel”.


Home
Performance
UNMJobs
Recruiting Resources
Goals
My Goals
Create
Options
My Goals
Previous Period
Search
☑ Display Cancelled ☐ Hide Completed

My Goals

1/1/2024 – 12/31/2024

My Goals

Increase Crowd Wave Participation
Status : Cancelled **Due Date :** 12/31/2024

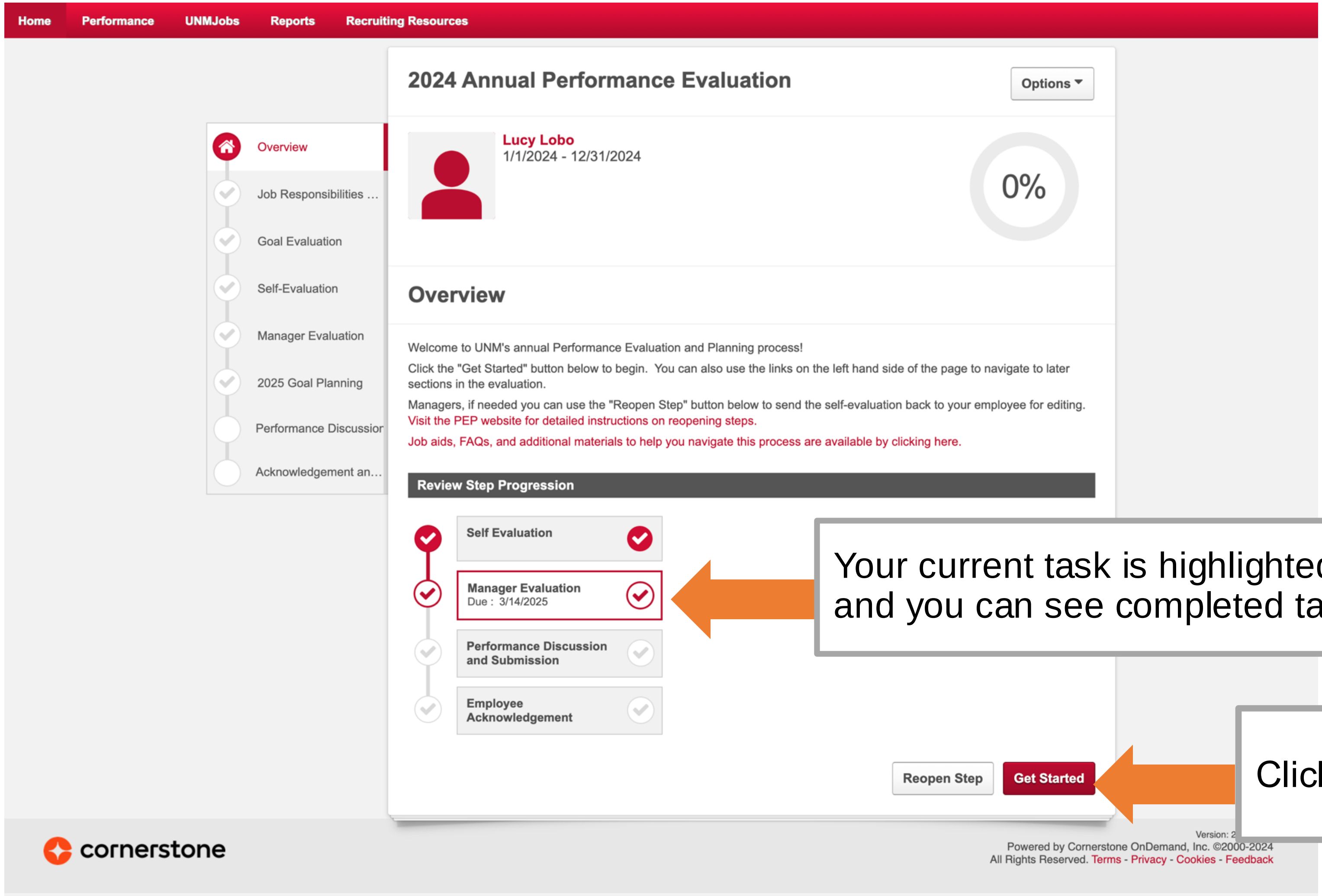
Increase Popcorn Sales
Status : Cancelled **Due Date :** 12/31/2024

The cancelled goal will still appear on your PEP, but you will not be required to rate it.

The Manager Evaluation of the Employee

The Manager's Role in the Evaluation

- You should be having regular one-on-ones with your employee throughout the year to discuss their performance.
- An "Unsuccessful" rating should not be a surprise to the employee- this should have been discussed in the one-on-one.
- Make sure to add comments if you gave an employee an "Unsuccessful" rating.
- You can also add comments if your employee was exceptional.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussior
Acknowledgement an…
0%
Review Step Progression
Self Evaluation
Manager Evaluation
Due : 3/14/2025
Performance Discussion and Submission
Employee Acknowledgement
Reopen Step
Get Started
cornerstone

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!

Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

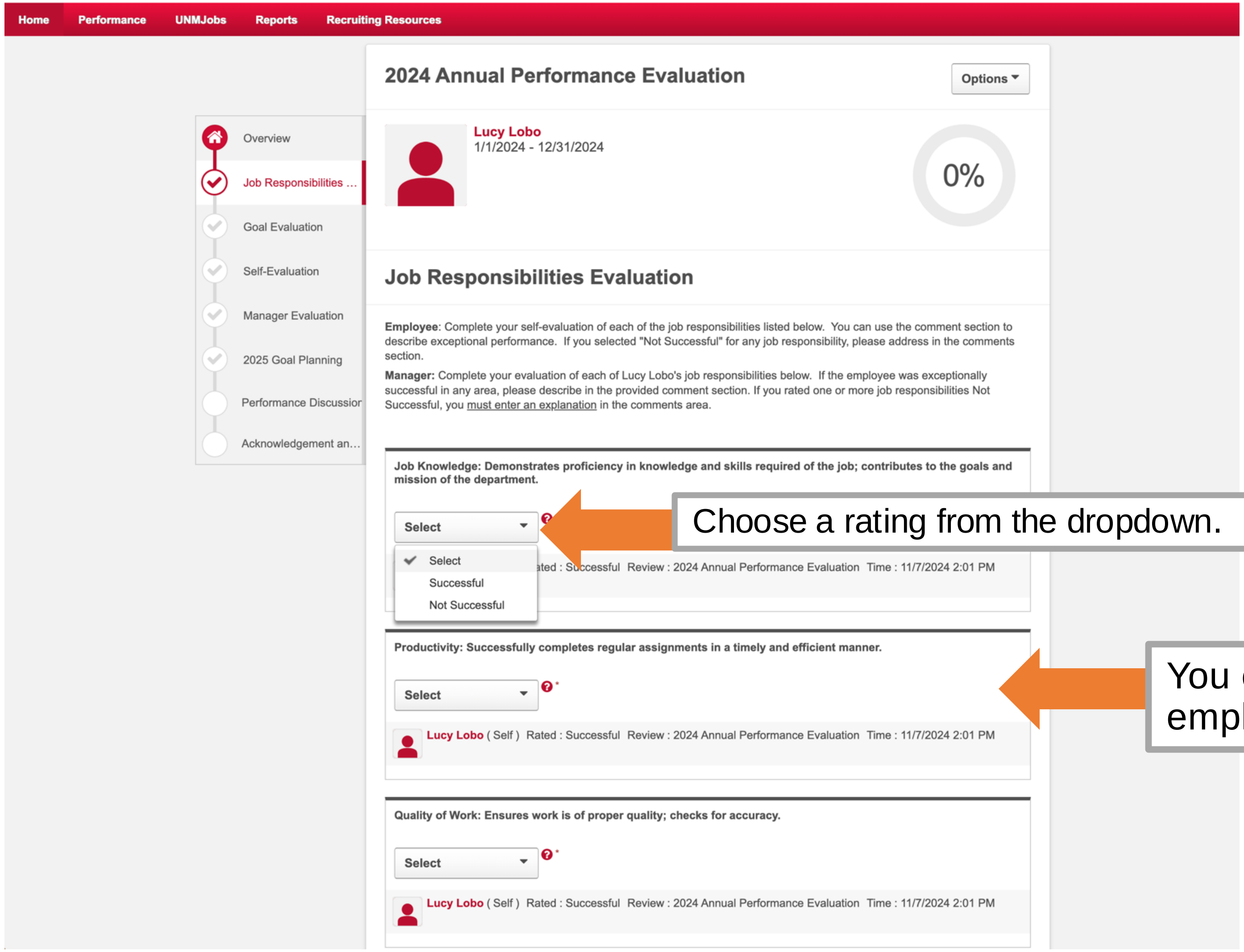
Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing.
Visit the PEP website for detailed instructions on reopening steps.

Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Version: 2
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

Your current task is highlighted, and you can see completed tasks.

Click “Get Started” to begin.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an...
0%
Select
Select
Successful
Not Successful

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Job Responsibilities Evaluation

Employee: Complete your self-evaluation of each of the job responsibilities listed below. You can use the comment section to describe exceptional performance. If you selected "Not Successful" for any job responsibility, please address in the comments section.

Manager: Complete your evaluation of each of Lucy Lobo's job responsibilities below. If the employee was exceptionally successful in any area, please describe in the provided comment section. If you rated one or more job responsibilities Not Successful, you must enter an explanation in the comments area.

Job Knowledge: Demonstrates proficiency in knowledge and skills required of the job; contributes to the goals and mission of the department.

Select

ated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:01 PM

Productivity: Successfully completes regular assignments in a timely and efficient manner.

Select

Lucy Lobo (Self) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:01 PM

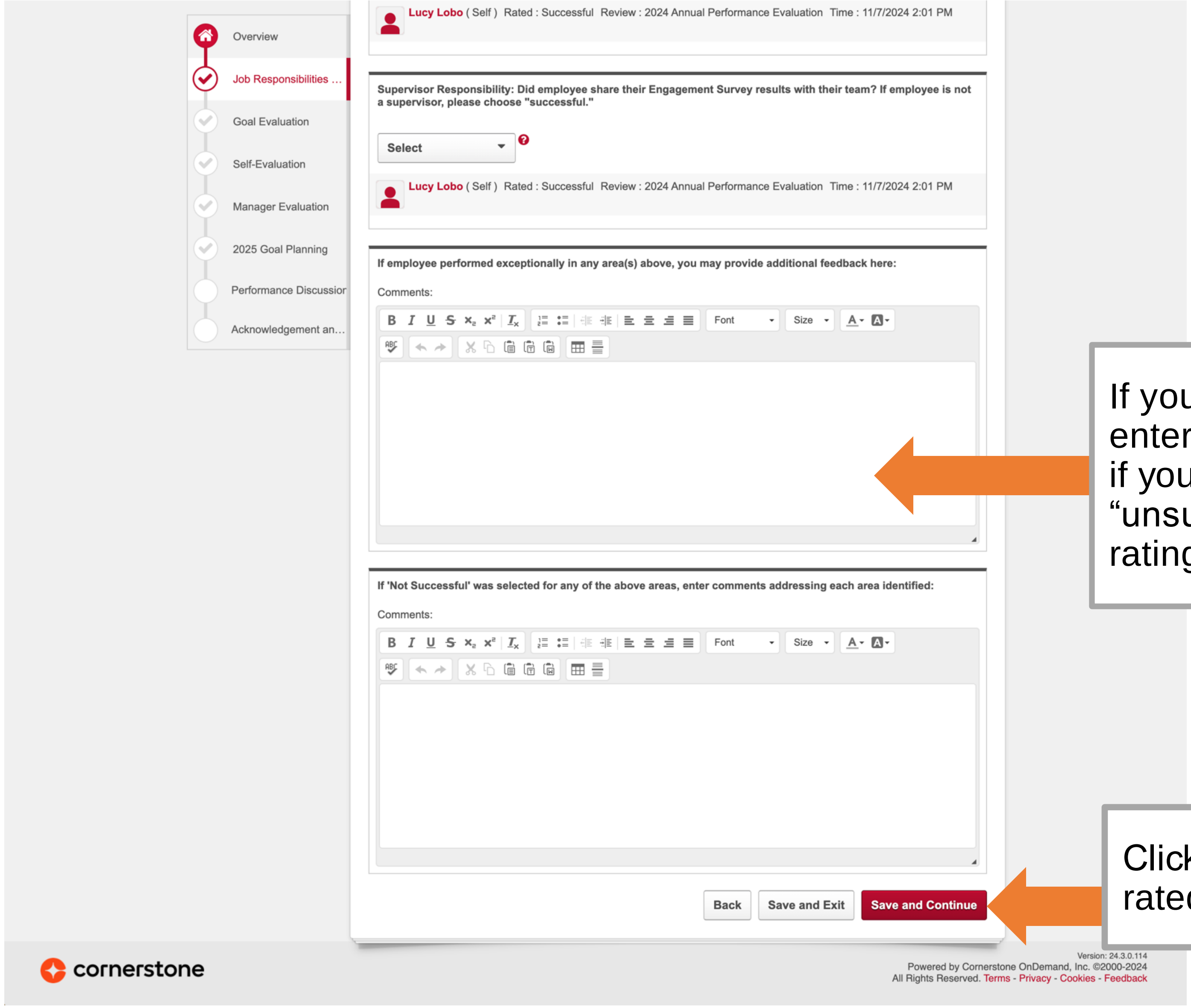
Quality of Work: Ensures work is of proper quality; checks for accuracy.

Select

Lucy Lobo (Self) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:01 PM

Choose a rating from the dropdown.

You can see how your employee rated themselves.


Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an...
Select
Font
Size
Back
Save and Exit
Save and Continue
cornerstone

Lucy Lobo (Self) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:01 PM

Supervisor Responsibility: Did employee share their Engagement Survey results with their team? If employee is not a supervisor, please choose "successful."

Lucy Lobo (Self) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:01 PM

If employee performed exceptionally in any area(s) above, you may provide additional feedback here:

Comments:

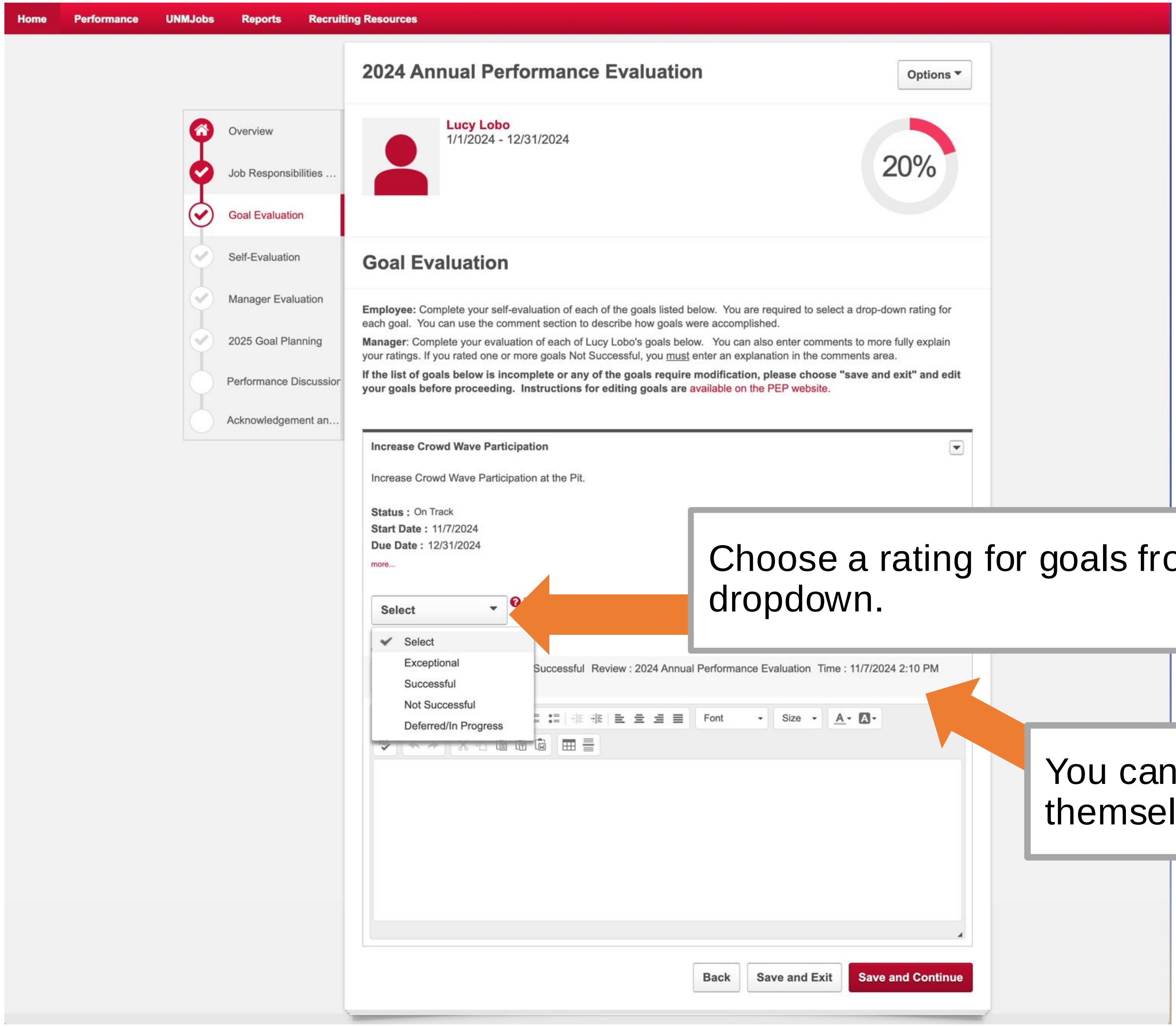
If 'Not Successful' was selected for any of the above areas, enter comments addressing each area identified:

Comments:

Version: 24.3.0.114
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

If your direct report was exceptional- you can enter comments. It is also recommended that if you rated any of the jobs responsibilities as “unsuccessful”- enter comments to justify the rating.

Click “Save and Continue” once you have rated the job responsibilities.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussior
Acknowledgement an…
20%
more...
Select
Select
Exceptional
Successful
Not Successful
Deferred/In Progress
Font
Size
Back
Save and Exit
Save and Continue

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Goal Evaluation

Employee: Complete your self-evaluation of each of the goals listed below. You are required to select a drop-down rating for each goal. You can use the comment section to describe how goals were accomplished.

Manager: Complete your evaluation of each of Lucy Lobo's goals below. You can also enter comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require modification, please choose "save and exit" and edit your goals before proceeding. Instructions for editing goals are available on the PEP website.

Increase Crowd Wave Participation

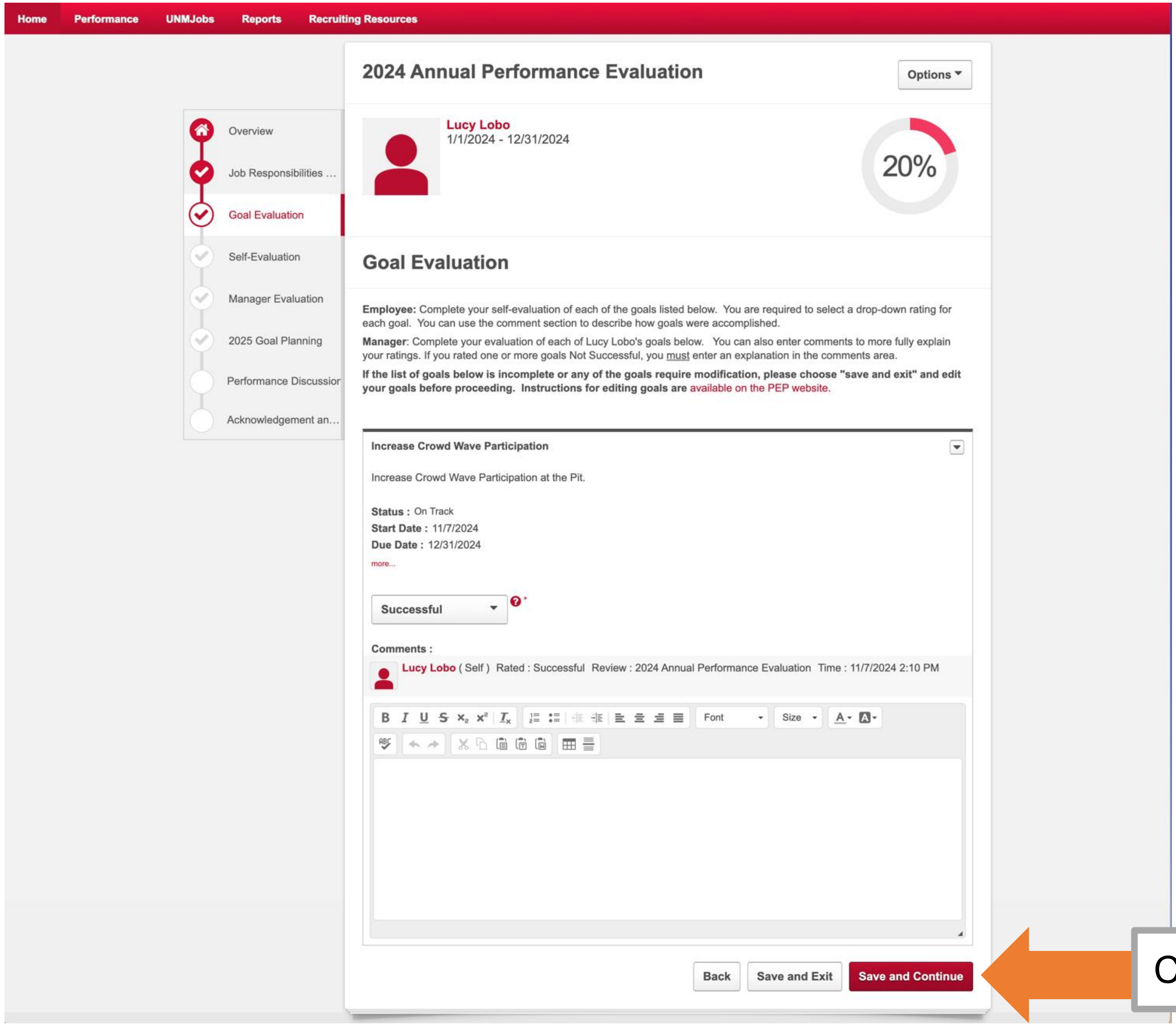
Increase Crowd Wave Participation at the Pit.

Status : On Track
Start Date : 11/7/2024
Due Date : 12/31/2024

Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:10 PM

Choose a rating for goals from the dropdown.

You can see how your direct report rated themselves.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an...
20%
more...
Font
Size
Back
Save and Exit
Save and Continue

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Goal Evaluation

Employee: Complete your self-evaluation of each of the goals listed below. You are required to select a drop-down rating for each goal. You can use the comment section to describe how goals were accomplished.

Manager: Complete your evaluation of each of Lucy Lobo's goals below. You can also enter comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require modification, please choose "save and exit" and edit your goals before proceeding. Instructions for editing goals are available on the PEP website.

Increase Crowd Wave Participation

Increase Crowd Wave Participation at the Pit.

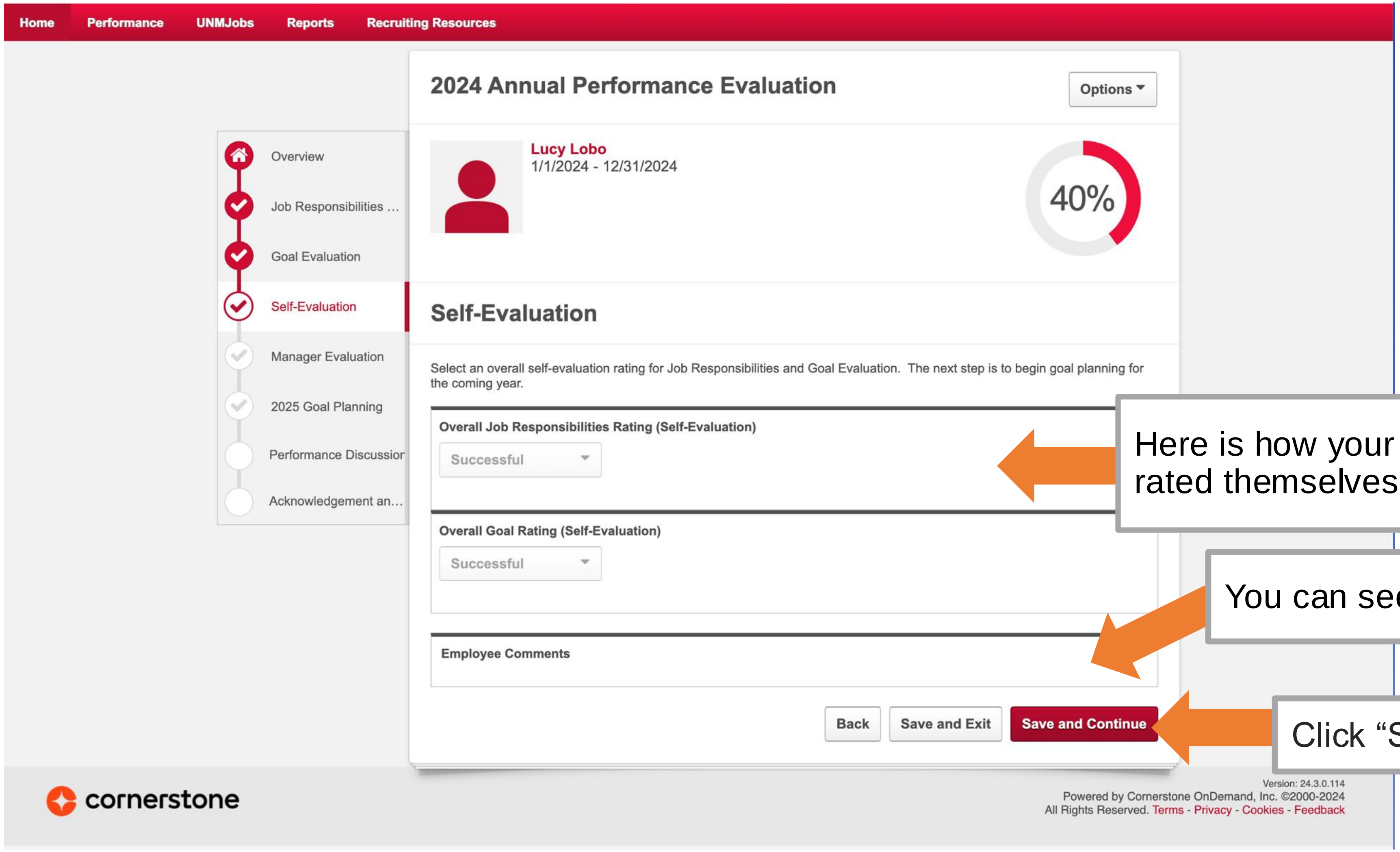
Status : On Track
Start Date : 11/7/2024
Due Date : 12/31/2024

Successful

Comments :

Lucy Lobo (Self) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/7/2024 2:10 PM

Click “Save and Continue”.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an…
40%
Back
Save and Exit
Save and Continue
cornerstone

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Self-Evaluation

Select an overall self-evaluation rating for Job Responsibilities and Goal Evaluation. The next step is to begin goal planning for the coming year.

Overall Job Responsibilities Rating (Self-Evaluation): Successful

Overall Goal Rating (Self-Evaluation): Successful

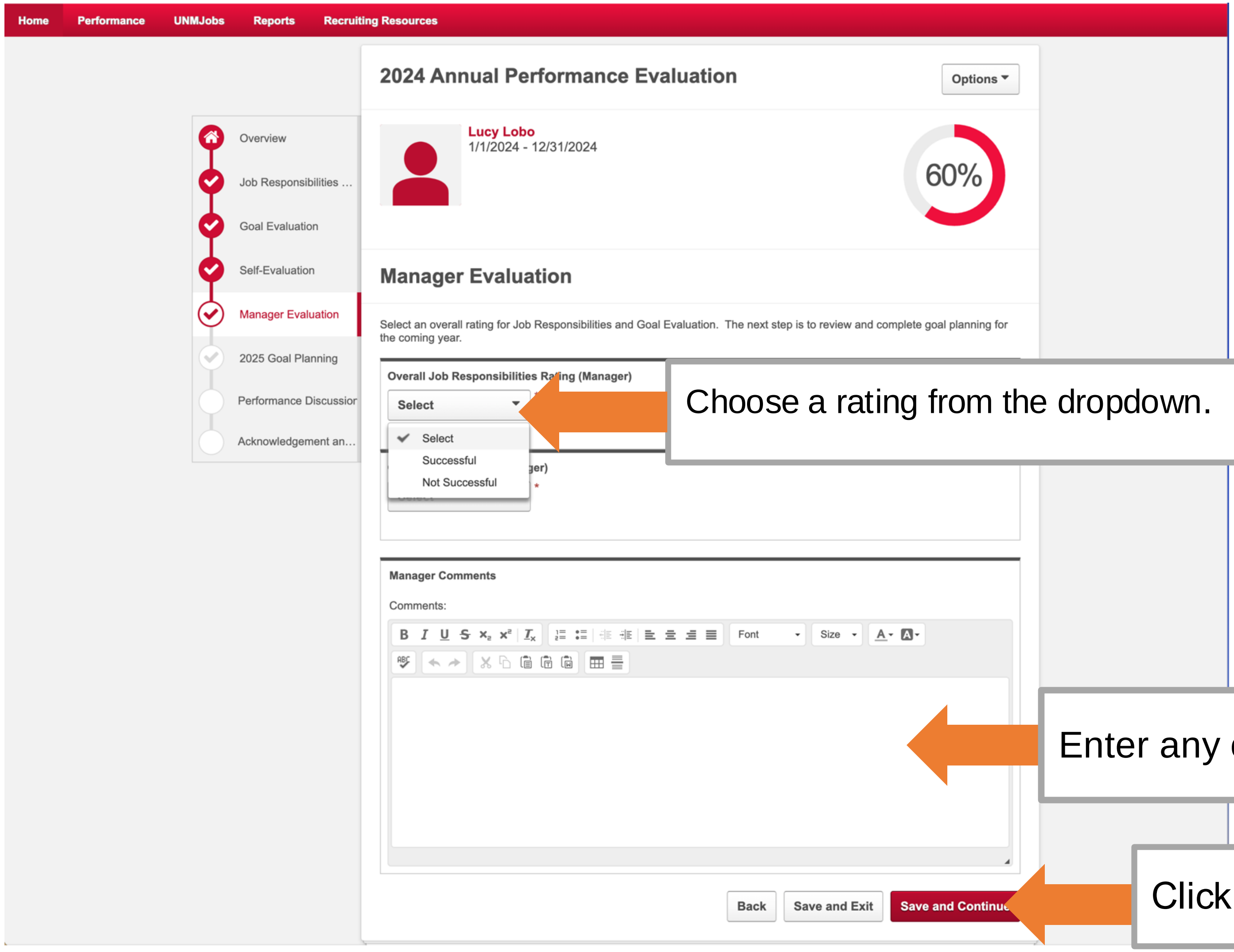
Employee Comments

Version: 24.3.0.114
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

Here is how your direct report rated themselves.

You can see any comments.

Click “Save and Continue”.


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an...
Font
Size
Back
Save and Exit
Save and Continue

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

60%

Manager Evaluation

Select an overall rating for Job Responsibilities and Goal Evaluation. The next step is to review and complete goal planning for the coming year.

Overall Job Responsibilities Rating (Manager)

Select
- ✓ Select
- Successful
- Not Successful

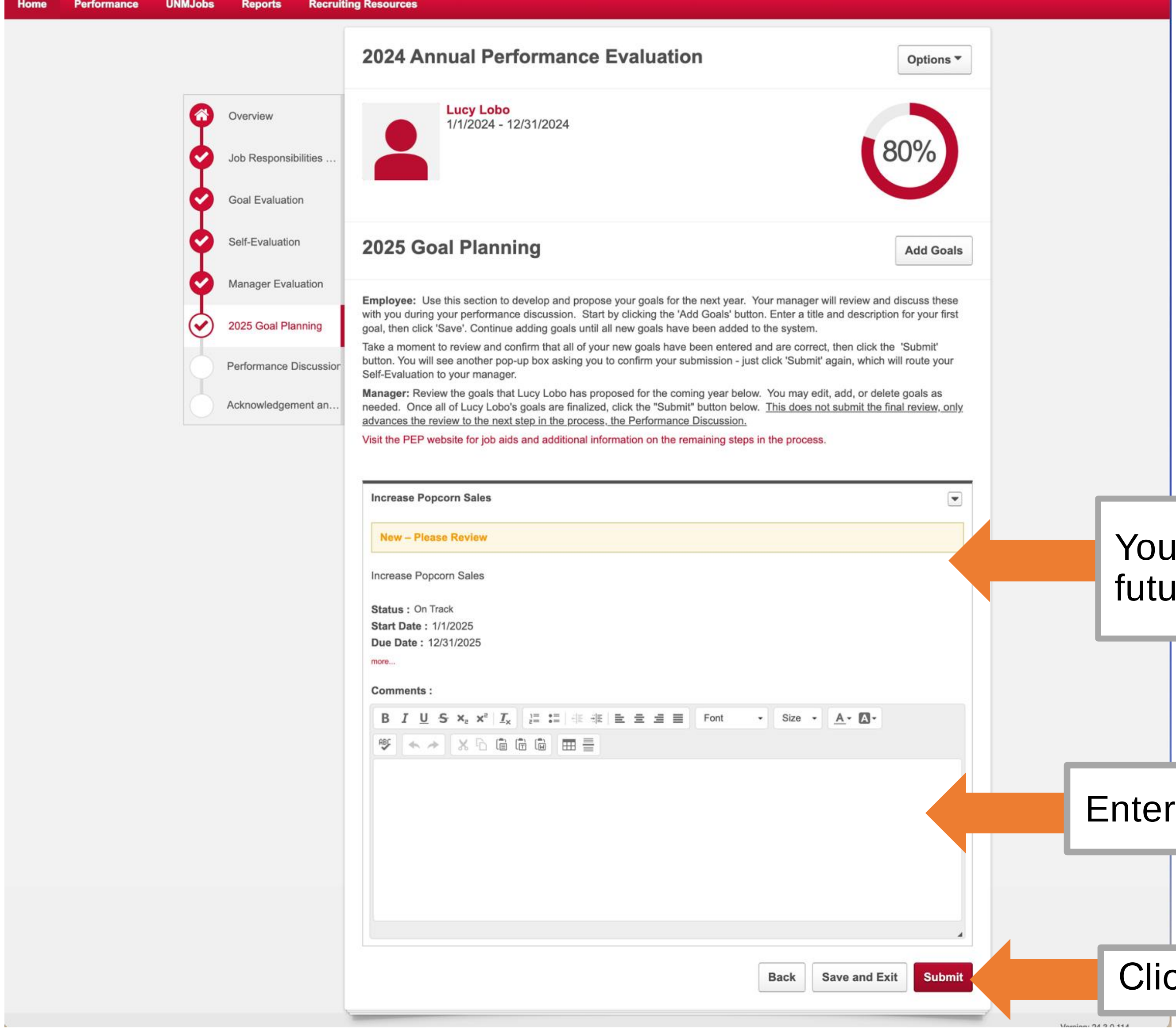
Manager Comments

Comments:

Choose a rating from the dropdown.

Enter any comments if necessary.

Click “Save and Continue”


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussion
Acknowledgement an...
80%
Add Goals
more...
Font
Size
Back
Save and Exit
Submit

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

2025 Goal Planning

Employee: Use this section to develop and propose your goals for the next year. Your manager will review and discuss these with you during your performance discussion. Start by clicking the 'Add Goals' button. Enter a title and description for your first goal, then click 'Save'. Continue adding goals until all new goals have been added to the system.

Take a moment to review and confirm that all of your new goals have been entered and are correct, then click the 'Submit' button. You will see another pop-up box asking you to confirm your submission - just click 'Submit' again, which will route your Self-Evaluation to your manager.

Manager: Review the goals that Lucy Lobo has proposed for the coming year below. You may edit, add, or delete goals as needed. Once all of Lucy Lobo's goals are finalized, click the "Submit" button below. This does not submit the final review, only advances the review to the next step in the process, the Performance Discussion.

Visit the PEP website for job aids and additional information on the remaining steps in the process.

Increase Popcorn Sales

New – Please Review

Increase Popcorn Sales

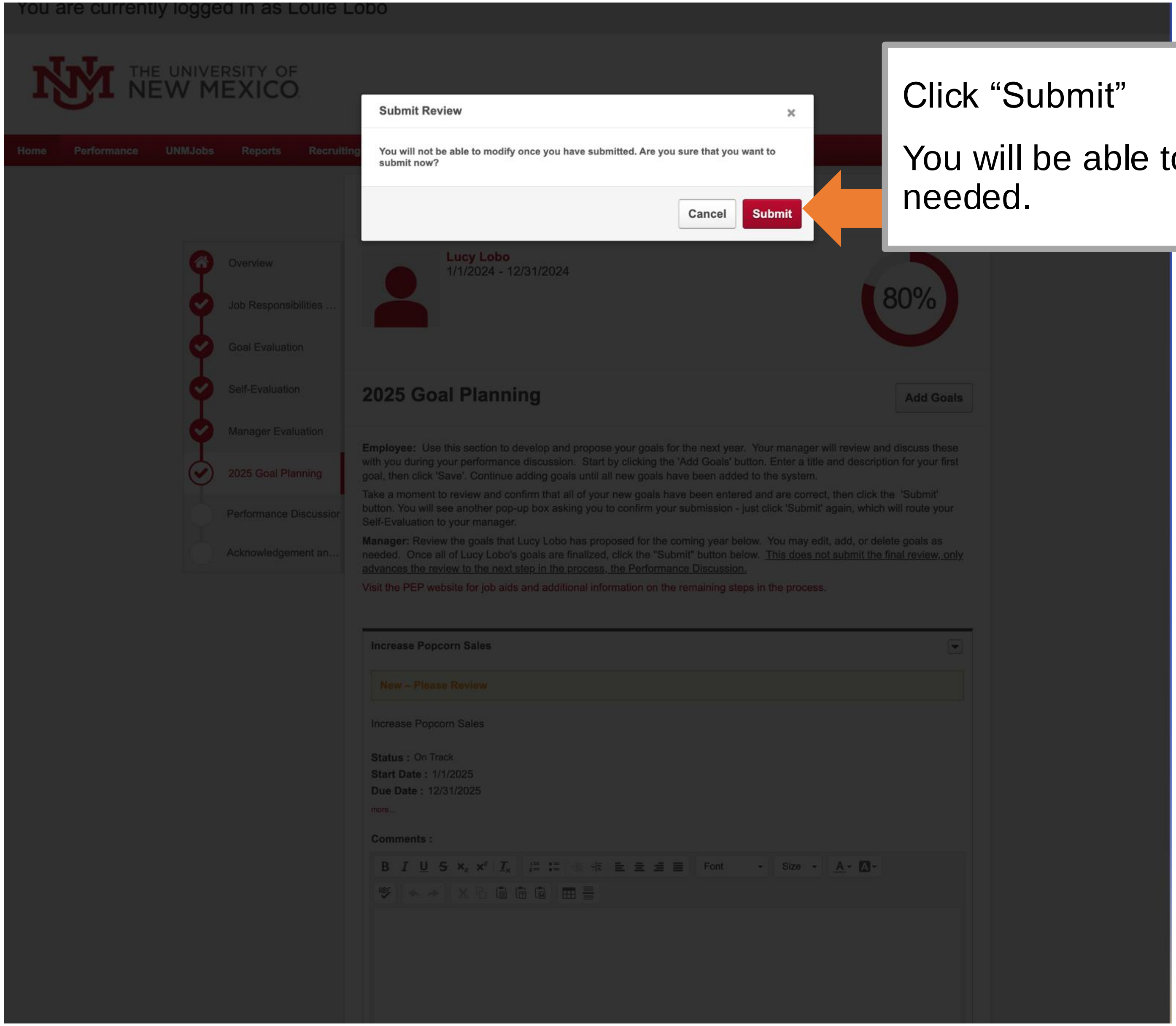
Status : On Track
Start Date : 1/1/2025
Due Date : 12/31/2025

Comments :

Your direct report will have entered their future goals during their self-evaluation.

Enter any comments related to the goal.

Click “Submit”.



You are currently logged in as Louie Lobo

THE UNIVERSITY OF NEW MEXICO
Home
Performance
UNMJobs
Reports
Recruiting

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel
Submit

Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discussior
Acknowledgement an...

Lucy Lobo
1/1/2024 - 12/31/2024

80%

2025 Goal Planning

Add Goals

Employee: Use this section to develop and propose your goals for the next year. Your manager will review and discuss these with you during your performance discussion. Start by clicking the 'Add Goals' button. Enter a title and description for your first goal, then click 'Save'. Continue adding goals until all new goals have been added to the system.

Take a moment to review and confirm that all of your new goals have been entered and are correct, then click the 'Submit' button. You will see another pop-up box asking you to confirm your submission - just click 'Submit' again, which will route your Self-Evaluation to your manager.

Manager: Review the goals that Lucy Lobo has proposed for the coming year below. You may edit, add, or delete goals as needed. Once all of Lucy Lobo's goals are finalized, click the "Submit" button below. This does not submit the final review, only advances the review to the next step in the process, the Performance Discussion.

Visit the PEP website for job aids and additional information on the remaining steps in the process.

Increase Popcorn Sales

New – Please Review

Increase Popcorn Sales

Status : On Track
Start Date : 1/1/2025
Due Date : 12/31/2025

Comments :

Click “Submit”

You will be able to reopen the review if needed.

Performance Discussion Step

Guidelines for the Performance Discussion

- *Now that the performance evaluation has been submitted, the next step, the Performance Discussion is scheduled*
- *The Performance Discussion is a meaningful conversation between the manager and employee that will encourage growth and learning*
- *It makes mutual expectations clear and sets goals for both parties*
- *It maintains open lines of communication*

The Performance Discussion

- Shift your mindset from evaluator to coach.
- You should be having “regular” one on ones with your direct reports.
- Listen with curiosity instead of certainty.
- Ask a lot of questions
  - Clarifying to deepen understanding – “tell me more about_________”
  - Open ended to explore options- “What have you done so far about____?”
  - Insightful to generate creative thinking- “Think about a time when____was working, how can we get back to that?”

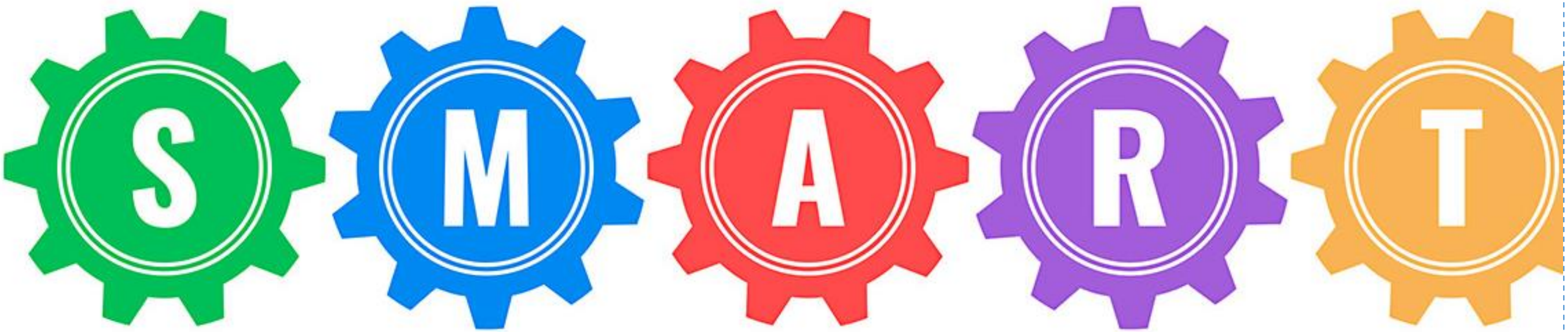
Effective Questions to Ask During the Discussion

Asking the right questions is crucial- these questions can help keep you focused on the topics that are important for your employee's success.

- What accomplishments are you most proud of this year?
- What goals have you thought about?
- What development goals would you like to set?
- What obstacles are standing in your way if any?
- What impact has your performance had on the team? Organization?
- How can I improve as a manager? What support can I offer you?

Guide to SMART Goals

- Specific
- Measurable
- Achievable
- Results-Focused
- Time Bound



Are my goals SMART???

S

- Specific- your goal should be clear and specific.

M

- It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines.

A

- Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it..

R

- Your goals need to measure actual outputs or results, not activities. These results could include: products, deliverables and accomplishments

T

- Every goal needs a target date, so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.

Mindset of Feedback

Common Mindset

- I give feedback so I can fix people's problems.

Effective Mindset

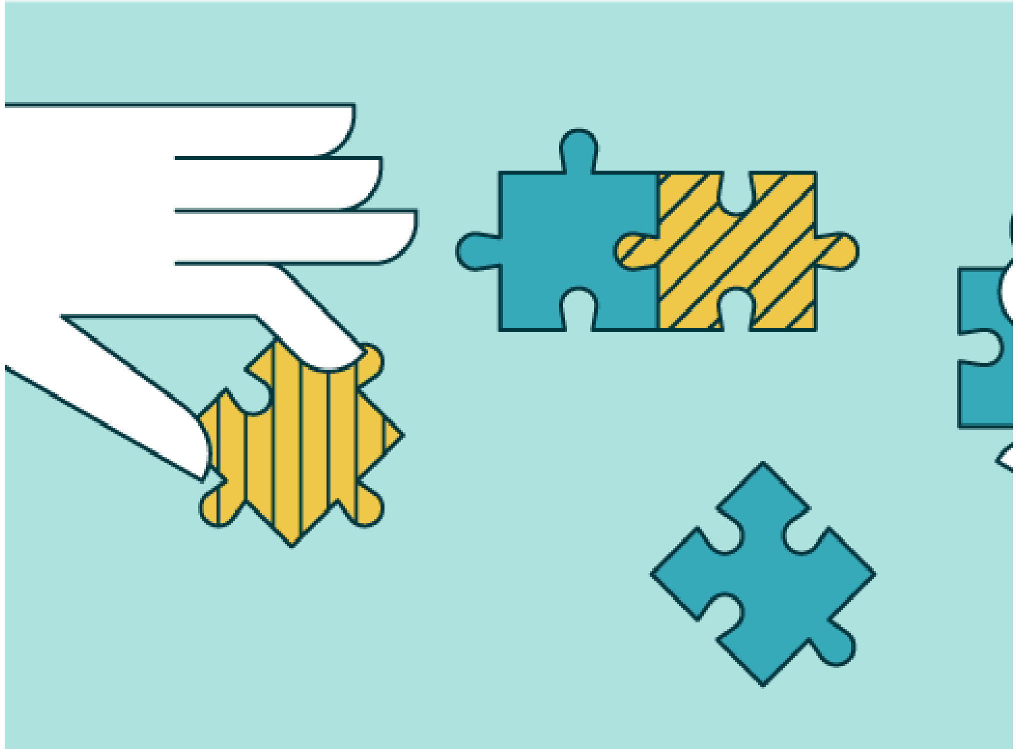
- I give and seek feedback to elevate other and the team.

Two Types of Feedback

- **Reinforcing**
  - Highlights behaviors
  - Builds confidence
  - Inspires team members
  - Creates a culture of respect
- **Redirecting**
  - Raises awareness
  - Highlights impact
  - Clarifies expected behaviors
  - Communicates belief

What is Effective Feedback?

- Spirit of improvement
- Moves an individual or team forward
- Nonjudgmental
- Continuous and in the moment
- Honest and conversational
- Inquisitive
- Specific
- Descriptive not critical
- Mainly focused on building strengths



Feedback guidelines

- Clarify the intent
  - Make sure your intent is to help the other person learn and grow. If your intent is not genuine, reconsider giving feedback.
- Share specific observations
  - Lay out the fact of what you've seen and the behaviors you have observed. Use "I" messages to do this.

"I've observed that_________________"

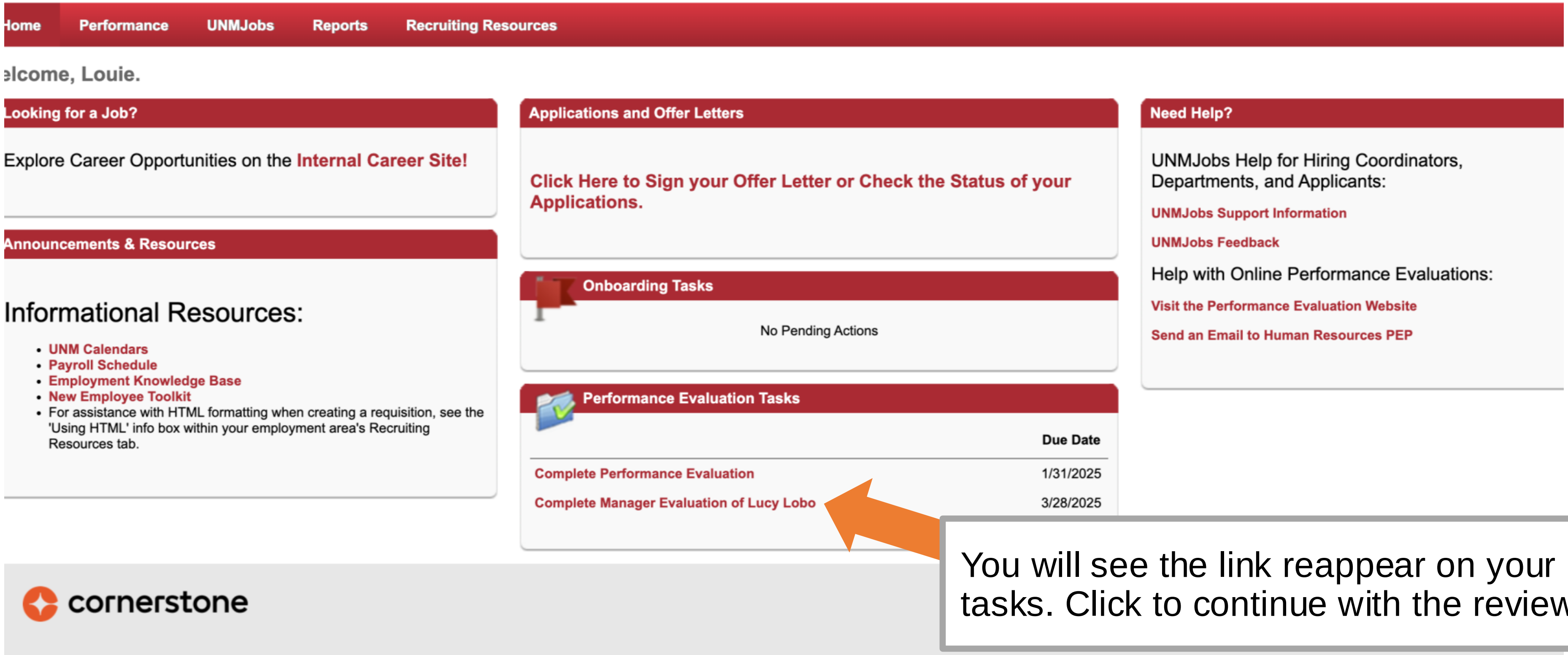
"It appears to me _____________________"

Feedback guidelines

- Describe the impact
  - State the impact on results. What outcomes has this behavior produced?
- Ask for/offer suggestions as needed
  - Explore ways to either repeat positive behaviors (reinforcing) or adopt new behaviors (redirecting).

Feedback Cautions

- Don’t use generic language
    - Vague or extreme statements may sound insincere.
- Don’t make assumptions
    - Feedback that’s based on wrong assumptions is not valid. Ensure you have the facts about a situation to give accurate feedback.



elcome, Louie.

Looking for a Job?

Explore Career Opportunities on the **Internal Career Site!**

Announcements & Resources

Informational Resources:

- **UNM Calendars**
- **Payroll Schedule**
- **Employment Knowledge Base**
- **New Employee Toolkit**
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

Applications and Offer Letters

Click Here to Sign your Offer Letter or Check the Status of your Applications.

Onboarding Tasks

No Pending Actions

Performance Evaluation Tasks

	Due Date
Complete Performance Evaluation	1/31/2025
Complete Manager Evaluation of Lucy Lobo	3/28/2025

Need Help?

UNMJobs Help for Hiring Coordinators, Departments, and Applicants:

UNMJobs Support Information

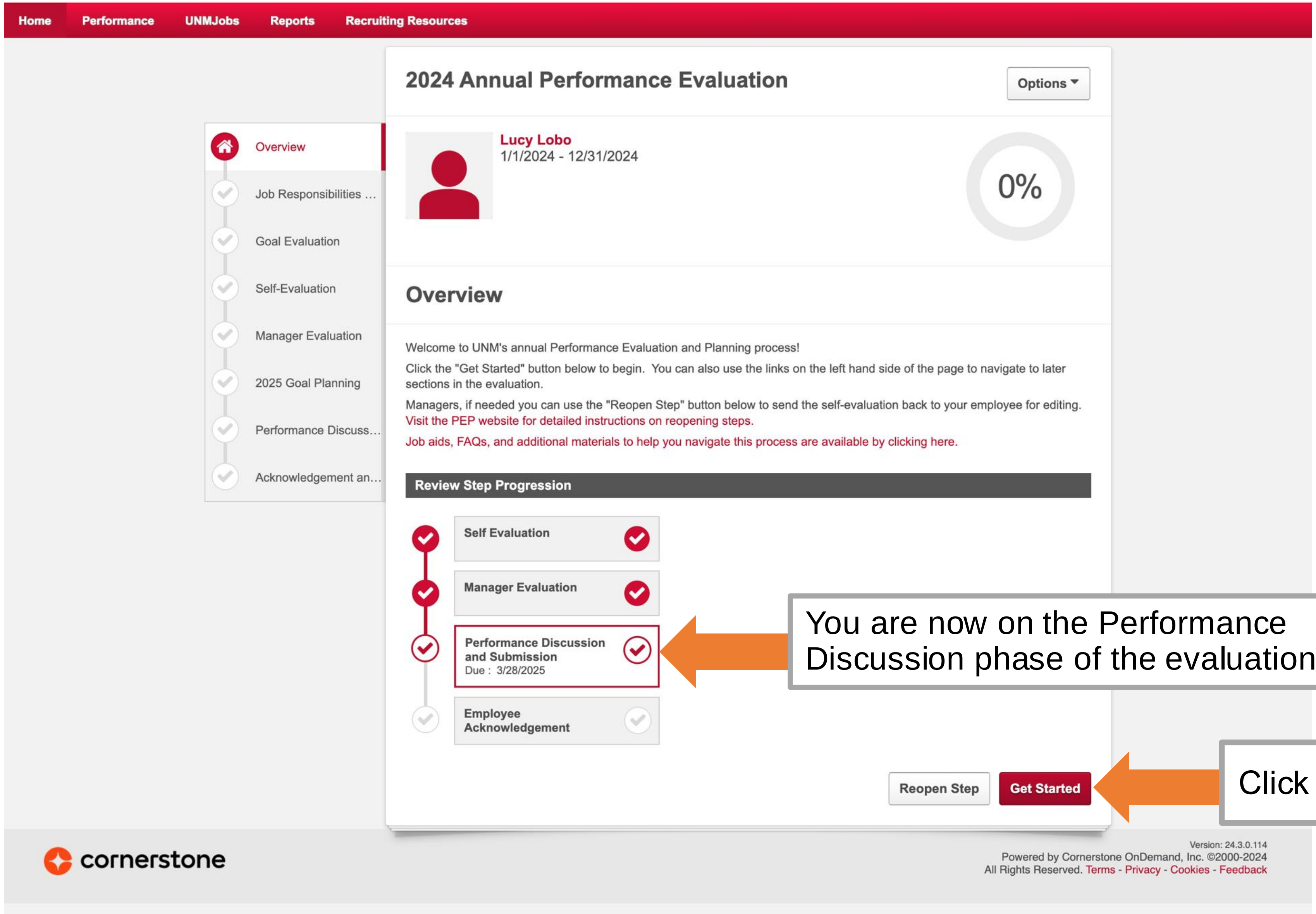
UNMJobs Feedback

Help with Online Performance Evaluations:

Visit the Performance Evaluation Website

Send an Email to Human Resources PEP

You will see the link reappear on your tasks. Click to continue with the review


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discuss…
Acknowledgement an…
0%
Reopen Step
Get Started
cornerstone

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!

Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.

Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Review Step Progression

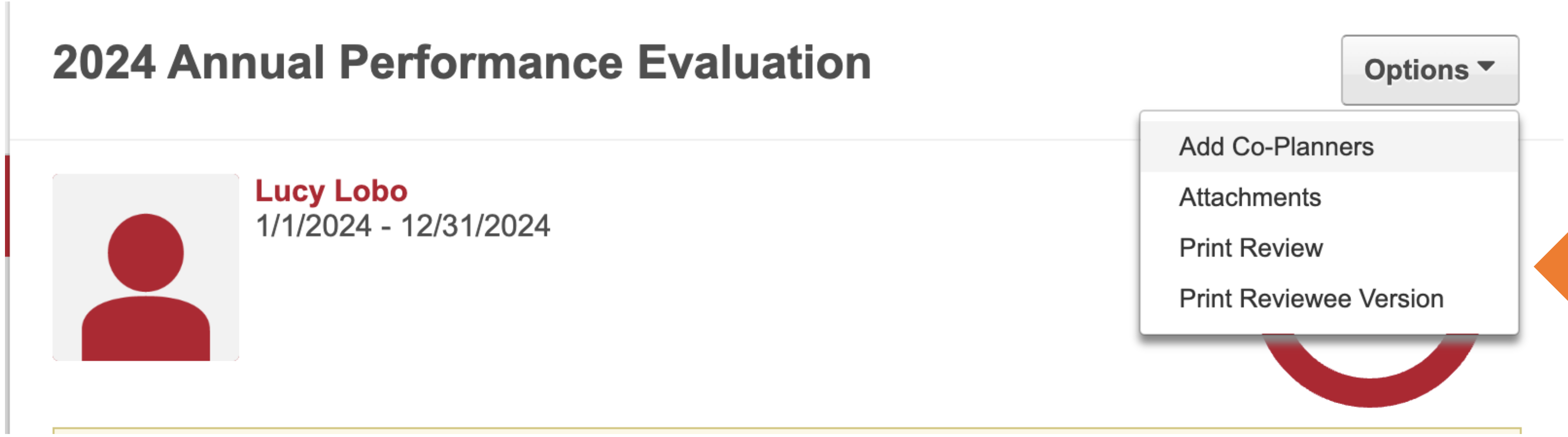
- Self Evaluation ✓
- Manager Evaluation ✓
- Performance Discussion and Submission ✓
  Due : 3/28/2025
- Employee Acknowledgement ✓

Version: 24.3.0.114
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

You are now on the Performance Discussion phase of the evaluation.

Click “Get Started”

Print the Review before the Performance Discussion



2024 Annual Performance Evaluation

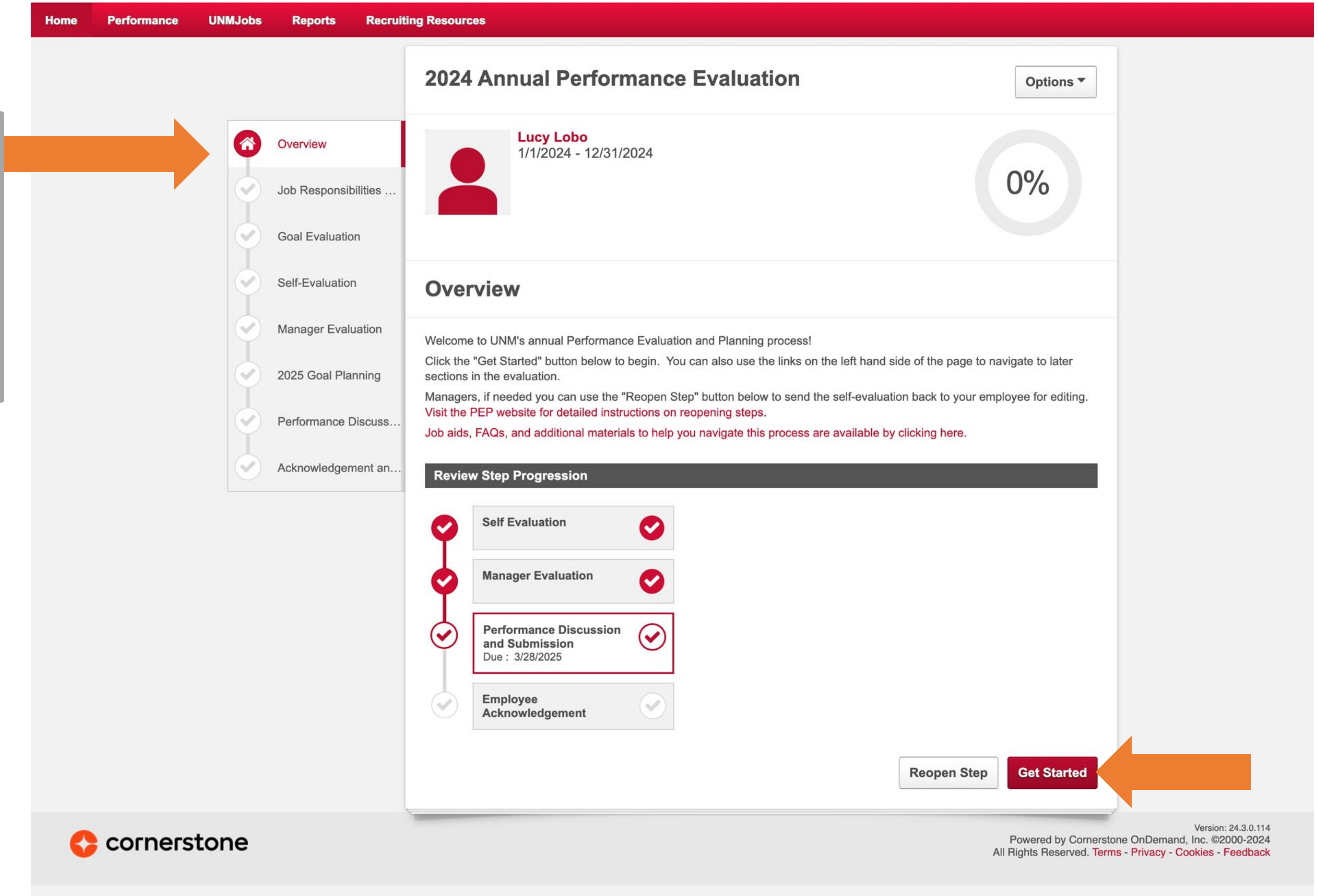
Lucy Lobo
1/1/2024 - 12/31/2024

Options
Add Co-Planners
Attachments
Print Review
Print Reviewee Version

This is a great time to print the review for your employee. You can review the evaluation with the employee during the Performance Discussion to go over any comments, make any changes, add goals, or address any concerns.

Click through the PEP review

You will need to Click through the PEP review one more time and add comments if necessary.



Home
Performance
UNMJobs
Reports
Recruiting Resources

2024 Annual Performance Evaluation

Options
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discuss…
Acknowledgement an…

Lucy Lobo
1/1/2024 - 12/31/2024

0%

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!

Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.

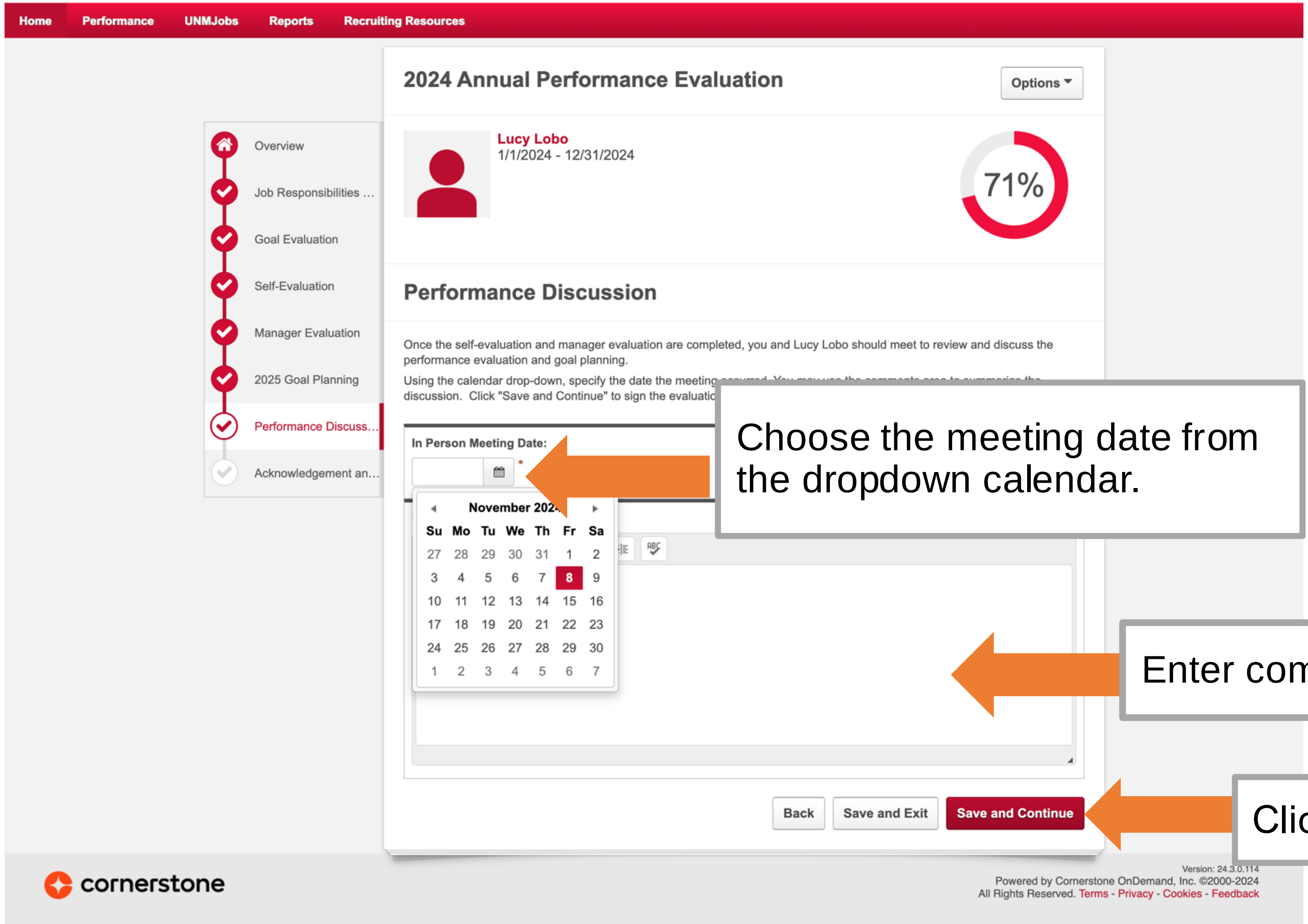
Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Review Step Progression

- Self Evaluation ✓
- Manager Evaluation ✓
- Performance Discussion and Submission ✓ Due : 3/28/2025
- Employee Acknowledgement

Reopen Step
Get Started
cornerstone

Version: 24.3.0.114
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback


Home
Performance
UNMJobs
Reports
Recruiting Resources
Options
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discuss…
Acknowledgement an…
71%
Back
Save and Exit
Save and Continue
cornerstone

2024 Annual Performance Evaluation

Lucy Lobo
1/1/2024 - 12/31/2024

Performance Discussion

Once the self-evaluation and manager evaluation are completed, you and Lucy Lobo should meet to review and discuss the performance evaluation and goal planning.

Using the calendar drop-down, specify the date the meeting
discussion. Click "Save and Continue" to sign the evaluatio

In Person Meeting Date: *

November 202

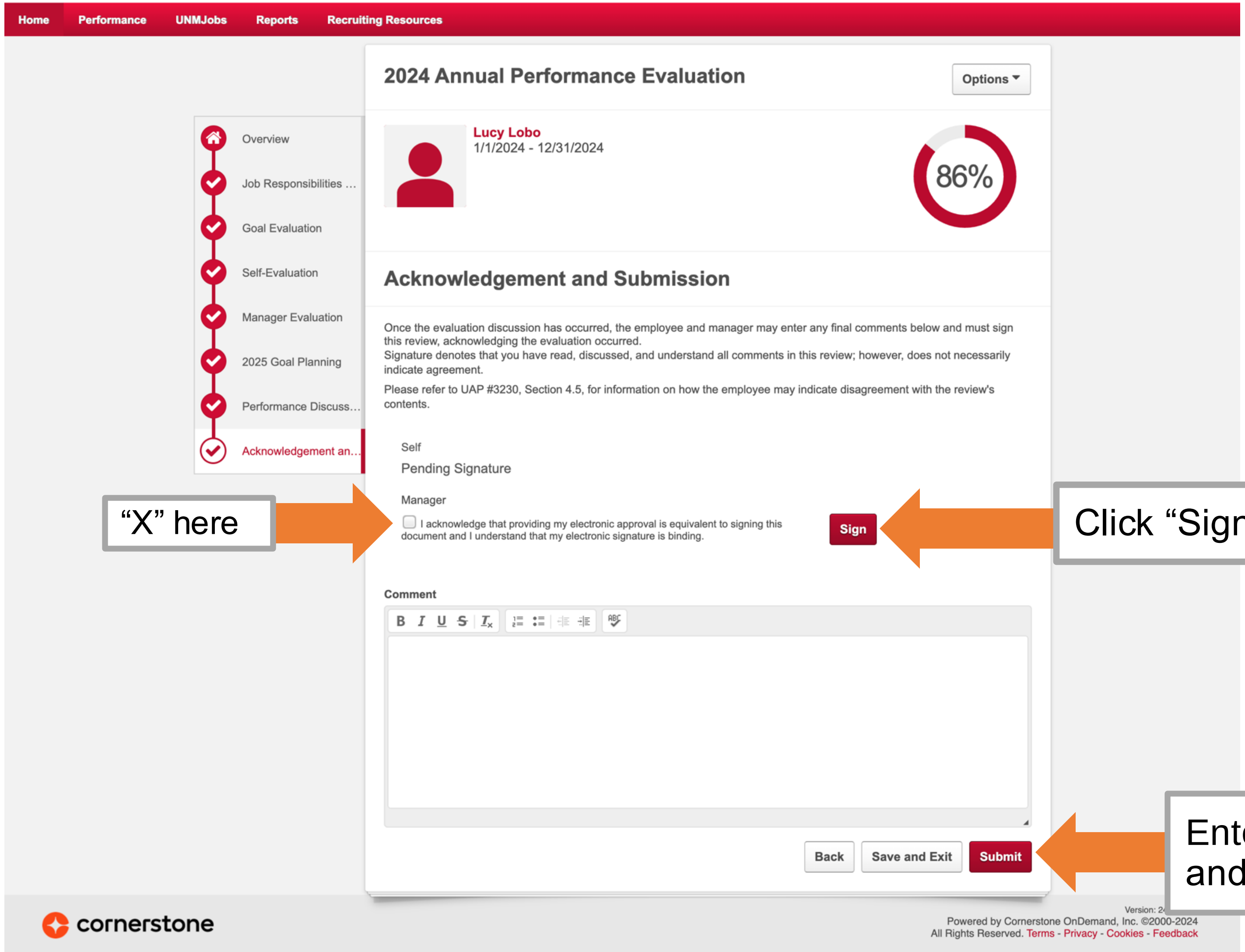
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Version: 24.3.0.114
Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

Choose the meeting date from the dropdown calendar.

Enter comments from the meeting.

Click “Save and Continue”



Home
Performance
UNMJobs
Reports
Recruiting Resources

2024 Annual Performance Evaluation

Options ▾
Overview
Job Responsibilities …
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discuss…
Acknowledgement an…

Lucy Lobo
1/1/2024 - 12/31/2024

86%

Acknowledgement and Submission

Once the evaluation discussion has occurred, the employee and manager may enter any final comments below and must sign this review, acknowledging the evaluation occurred.
Signature denotes that you have read, discussed, and understand all comments in this review; however, does not necessarily indicate agreement.

Please refer to UAP #3230, Section 4.5, for information on how the employee may indicate disagreement with the review's contents.

Self
Pending Signature

Manager
☐ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Comment

B I U S Tx
Back
Save and Exit
Submit
cornerstone

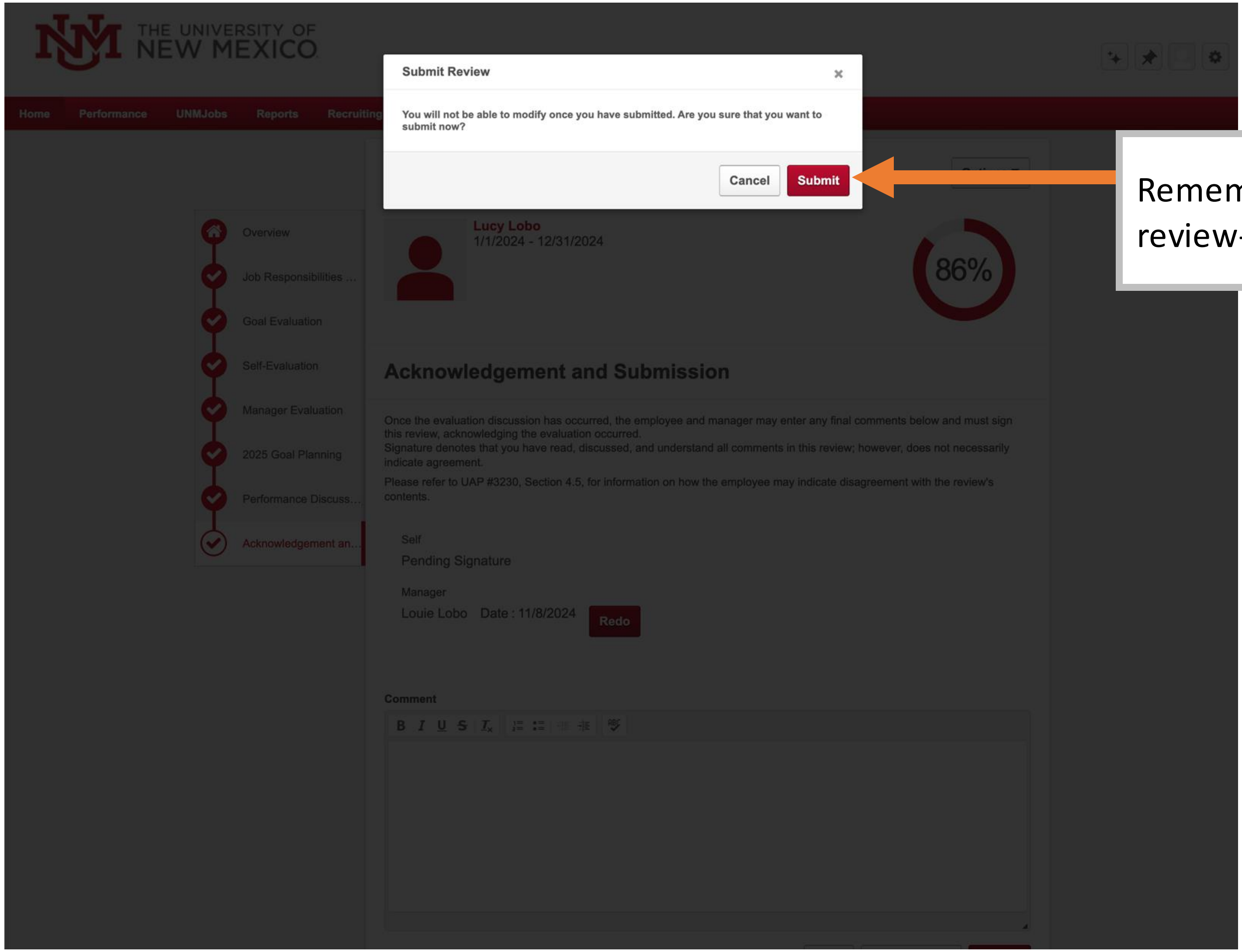
Version: 2

Powered by Cornerstone OnDemand, Inc. ©2000-2024
All Rights Reserved. Terms - Privacy - Cookies - Feedback

“X” here

Click “Sign”

Enter any comments if necessary and click “Submit”


THE UNIVERSITY OF NEW MEXICO
Home
Performance
UNMJobs
Reports
Recruiting
Overview
Job Responsibilities ...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2025 Goal Planning
Performance Discuss...
Acknowledgement an...
86%
Redo
Comment
B I U S Tx
Cancel
Submit

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Lucy Lobo
1/1/2024 - 12/31/2024

Acknowledgement and Submission

Once the evaluation discussion has occurred, the employee and manager may enter any final comments below and must sign this review, acknowledging the evaluation occurred.
Signature denotes that you have read, discussed, and understand all comments in this review; however, does not necessarily indicate agreement.

Please refer to UAP #3230, Section 4.5, for information on how the employee may indicate disagreement with the review's contents.

Self
Pending Signature

Manager
Louie Lobo Date : 11/8/2024

Remember- we can reopen the review- Click “Submit”.

PEP ONLINE

HUMAN RESOURCES

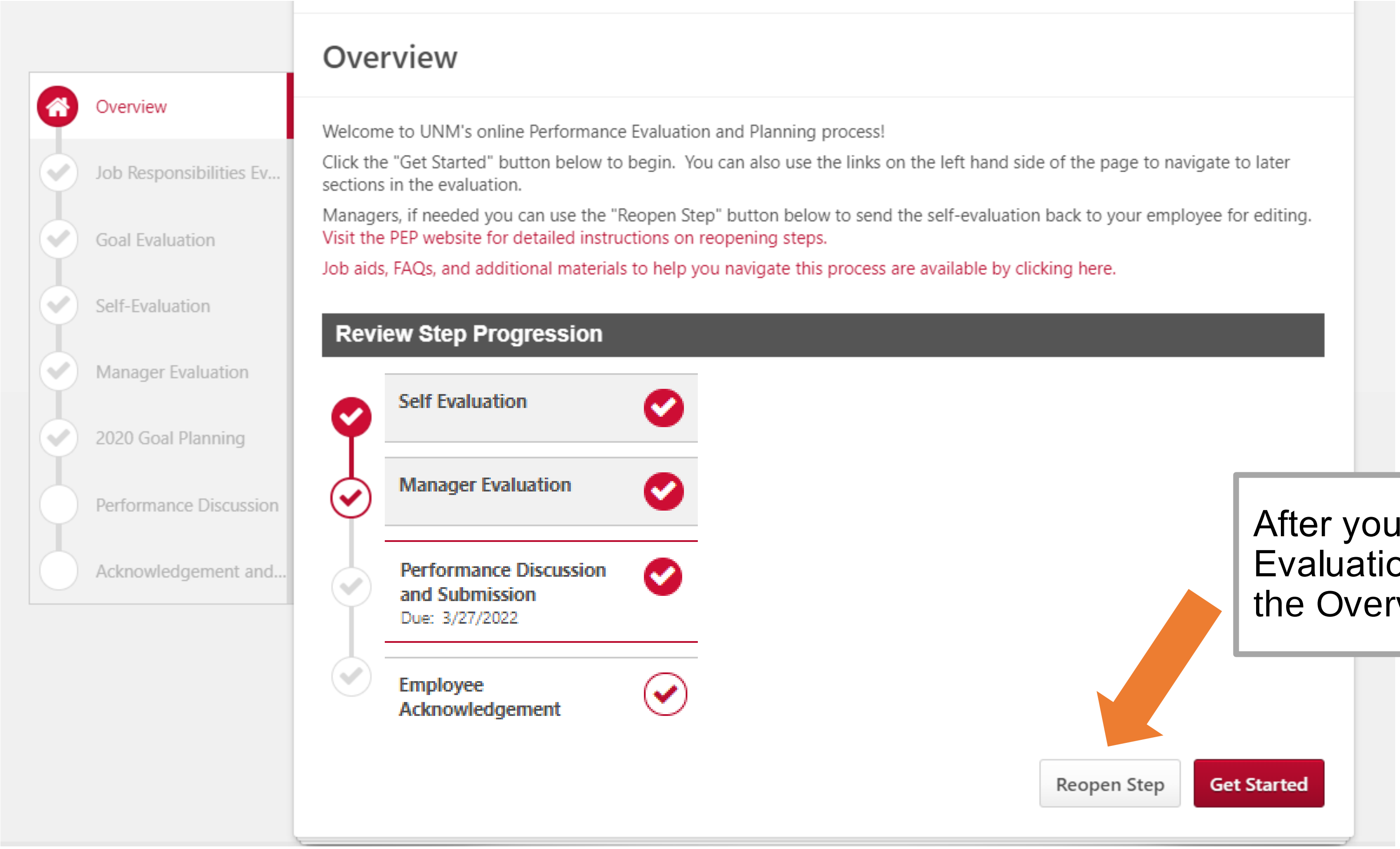
Trouble Shooting

Common Issues- You don’t get your employee’s evaluation

- Make sure you check that you have your correct direct reports. If you do not see someone you supervise under you- contact your HR Consultant or PEP
- If the Supervisor is not correct- you will not receive the employee evaluation

Reopen a step

- You may need to reopen a step for several reasons:
    - Employee needs to enter more goals.
    - Employee wants to add comments to their evaluation.
    - Employee wants to add information after the planning and discussion meeting.



Overview

Welcome to UNM's online Performance Evaluation and Planning process!

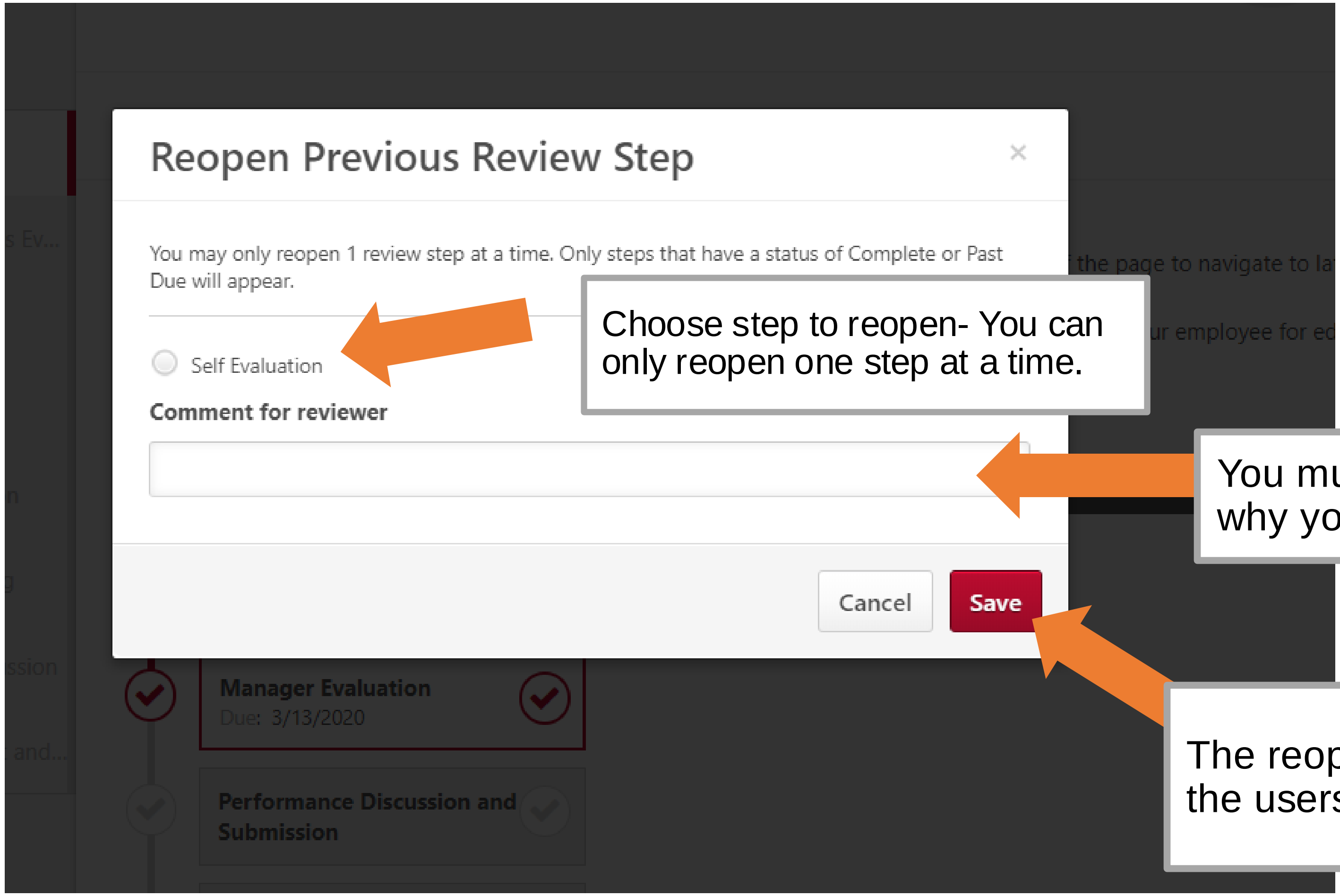
Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.

Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Overview
Job Responsibilities Ev...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2020 Goal Planning
Performance Discussion
Acknowledgement and...
Review Step Progression
Self Evaluation
Manager Evaluation
Performance Discussion and Submission
Due: 3/27/2022
Employee Acknowledgement
Reopen Step
Get Started

After you click on “Complete Manager Evaluation” click on “Reopen Step” from the Overview Screen.



Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

○ Self Evaluation

Comment for reviewer

Cancel
Save
Manager Evaluation
Due: 3/13/2020
Performance Discussion and Submission

Choose step to reopen- You can only reopen one step at a time.

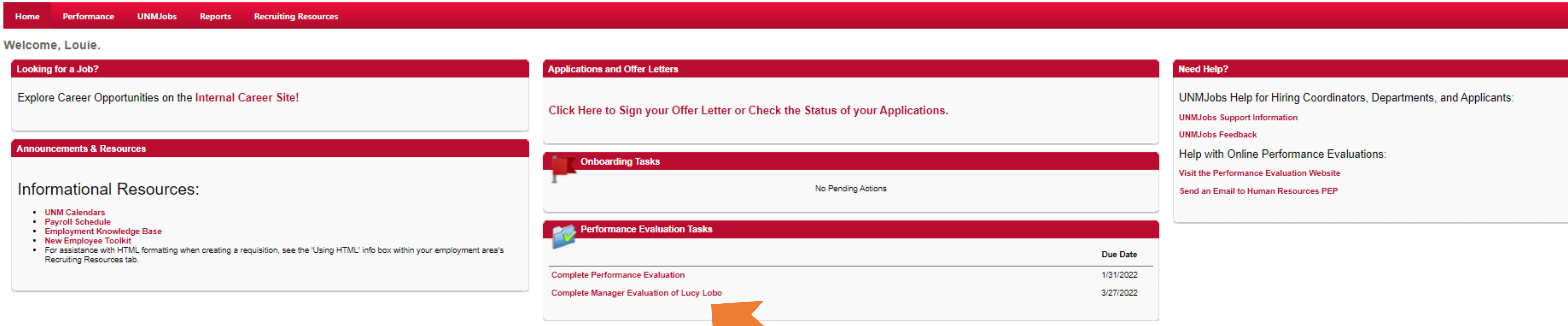
You must put in comments explaining why you are reopening the step.

The reopened step will now appear on the users UNM Jobs homepage.

Adding a Co-planner

- **What is it?**
  - A way for managers to share the ability to rate or comment on their employee's performance evaluation with another person.
    - An employee may be very new in a department and it would be more appropriate for their previous manager to complete part of the review.
    - A manager could be away from the office on sabbatical.
    - An employee may report to a retired staff member or someone who is not on campus most of the time.
  - Only one person can review a section on the review and employees and other planners can see who made which comments. So it is a good idea to maintain open communication with other co-planners to decide who will do which step.

Adding a Co-Planner



Welcome, Louie.

Looking for a Job?

Explore Career Opportunities on the Internal Career Site!

Announcements & Resources

Informational Resources:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

Applications and Offer Letters

Click Here to Sign your Offer Letter or Check the Status of your Applications.

Onboarding Tasks

No Pending Actions

Performance Evaluation Tasks

	Due Date
Complete Performance Evaluation	1/31/2022
Complete Manager Evaluation of Lucy Lobo	3/27/2022

Need Help?

UNMJobs Help for Hiring Coordinators, Departments, and Applicants:

UNMJobs Support Information

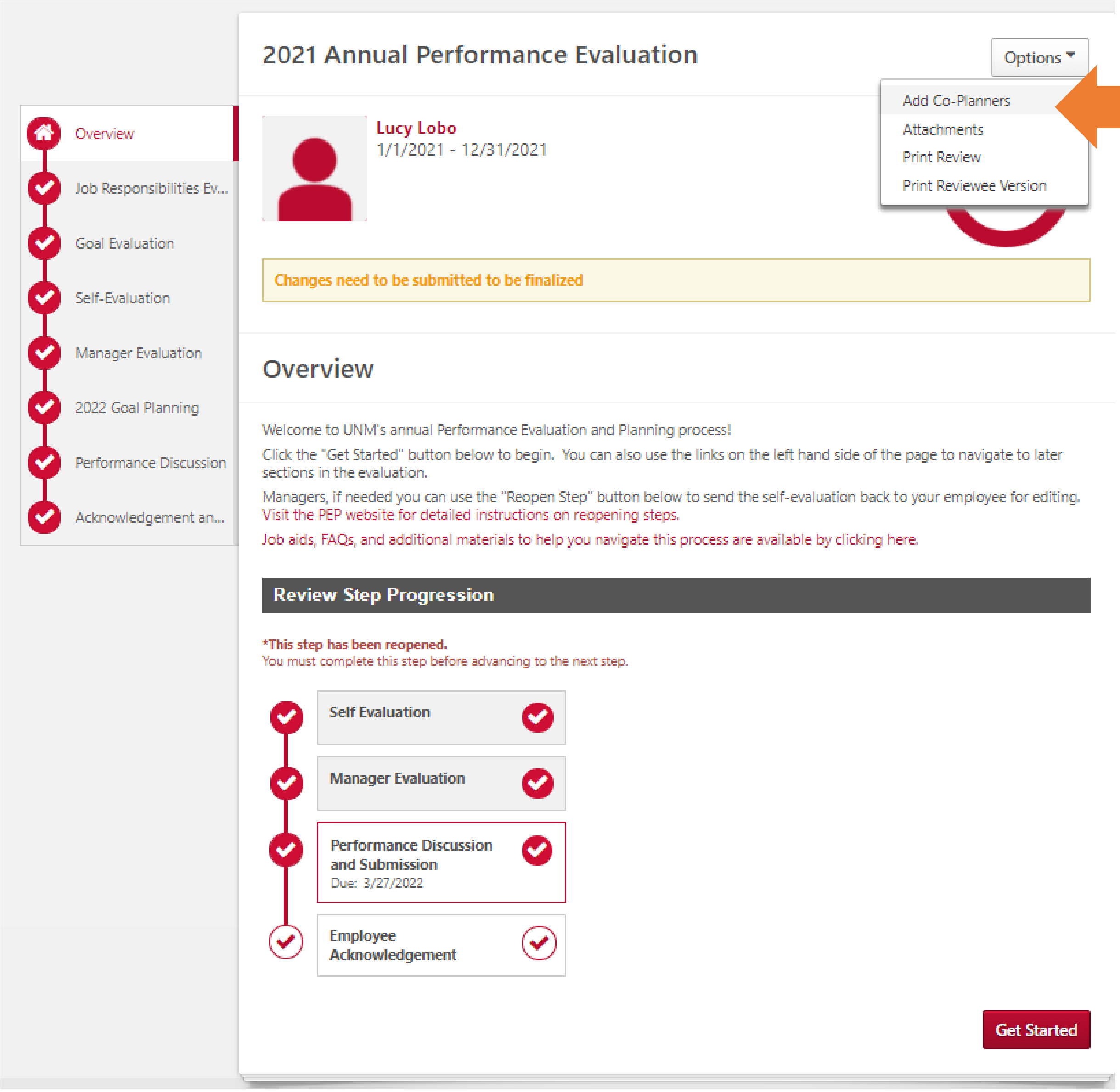
UNMJobs Feedback

Help with Online Performance Evaluations:

Visit the Performance Evaluation Website

Send an Email to Human Resources PEP

Click on the employee evaluation.


Options
Add Co-Planners
Attachments
Print Review
Print Reviewee Version
Overview
Job Responsibilities Ev...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2022 Goal Planning
Performance Discussion
Acknowledgement an...
Get Started

2021 Annual Performance Evaluation

Lucy Lobo
1/1/2021 - 12/31/2021

Changes need to be submitted to be finalized

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!

Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.

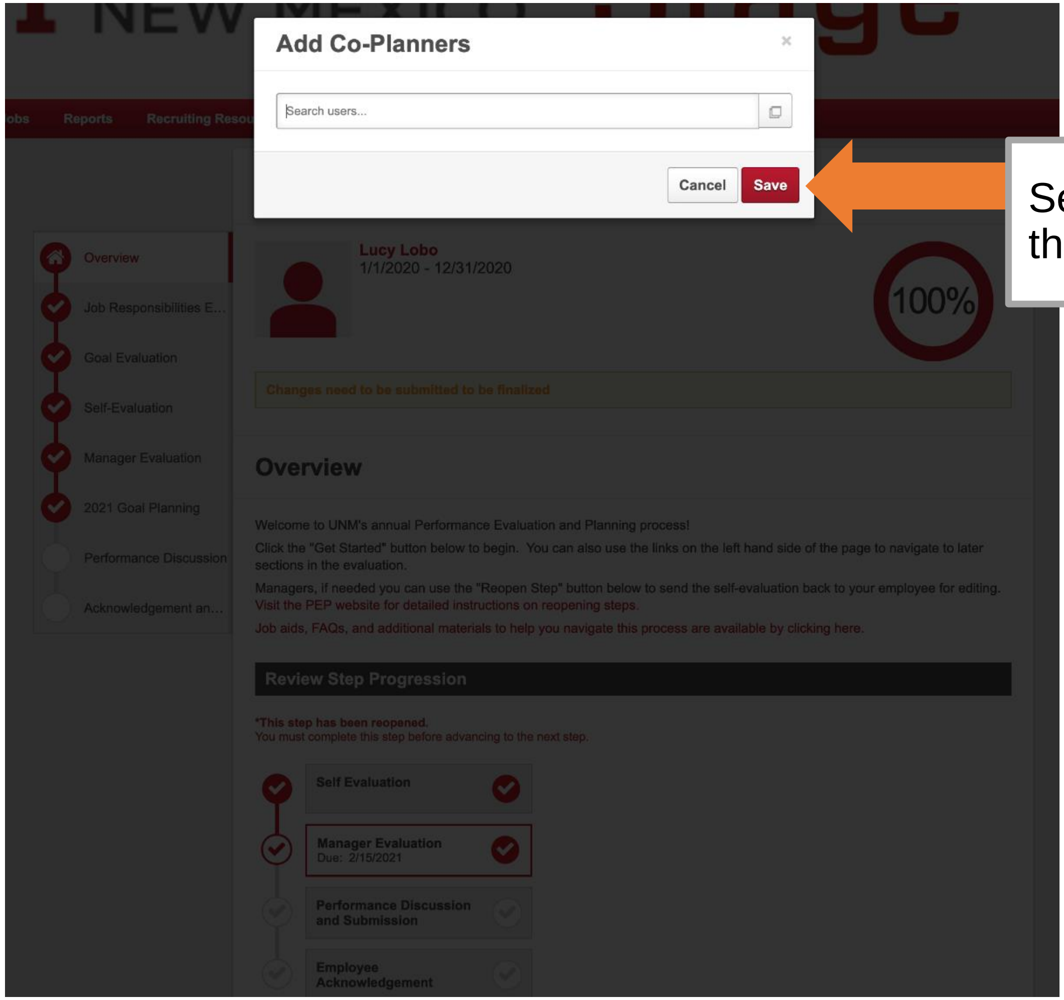
Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Review Step Progression

*This step has been reopened.
You must complete this step before advancing to the next step.

- Self Evaluation ✓
- Manager Evaluation ✓
- Performance Discussion and Submission ✓
  Due: 3/27/2022
- Employee Acknowledgement ✓

Click on the “Options” button and choose “Add Co-Planners”.



Add Co-Planners
×
Search users...
Cancel
Save
obs
Reports
Recruiting Reso
Overview
Job Responsibilities E...
Goal Evaluation
Self-Evaluation
Manager Evaluation
2021 Goal Planning
Performance Discussion
Acknowledgement an...
100%

Lucy Lobo
1/1/2020 - 12/31/2020

Changes need to be submitted to be finalized

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!

Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.

Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.

Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Review Step Progression

*This step has been reopened.
You must complete this step before advancing to the next step.

Self Evaluation

Manager Evaluation
Due: 2/15/2021

Performance Discussion and Submission

Employee Acknowledgement

Search for the person you wish to add as the Co-Planner and click “Save”.

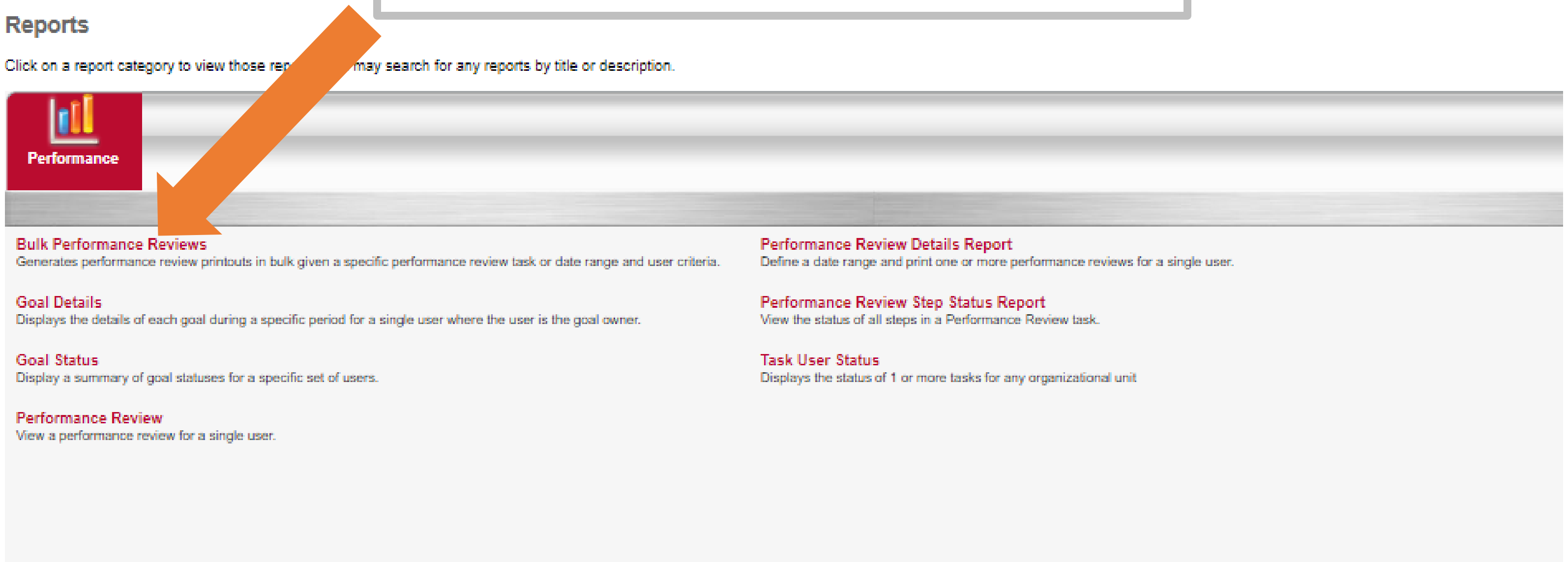
My employee refuses to sign the review

- Signing is not agreement.
- Signing signifies that you were given the opportunity.
- If an employee still will not sign and acknowledge- contact their HR consultant.

Standard Reports

Bulk Performance Reviews

You can print/download up to 500 performance evaluation.

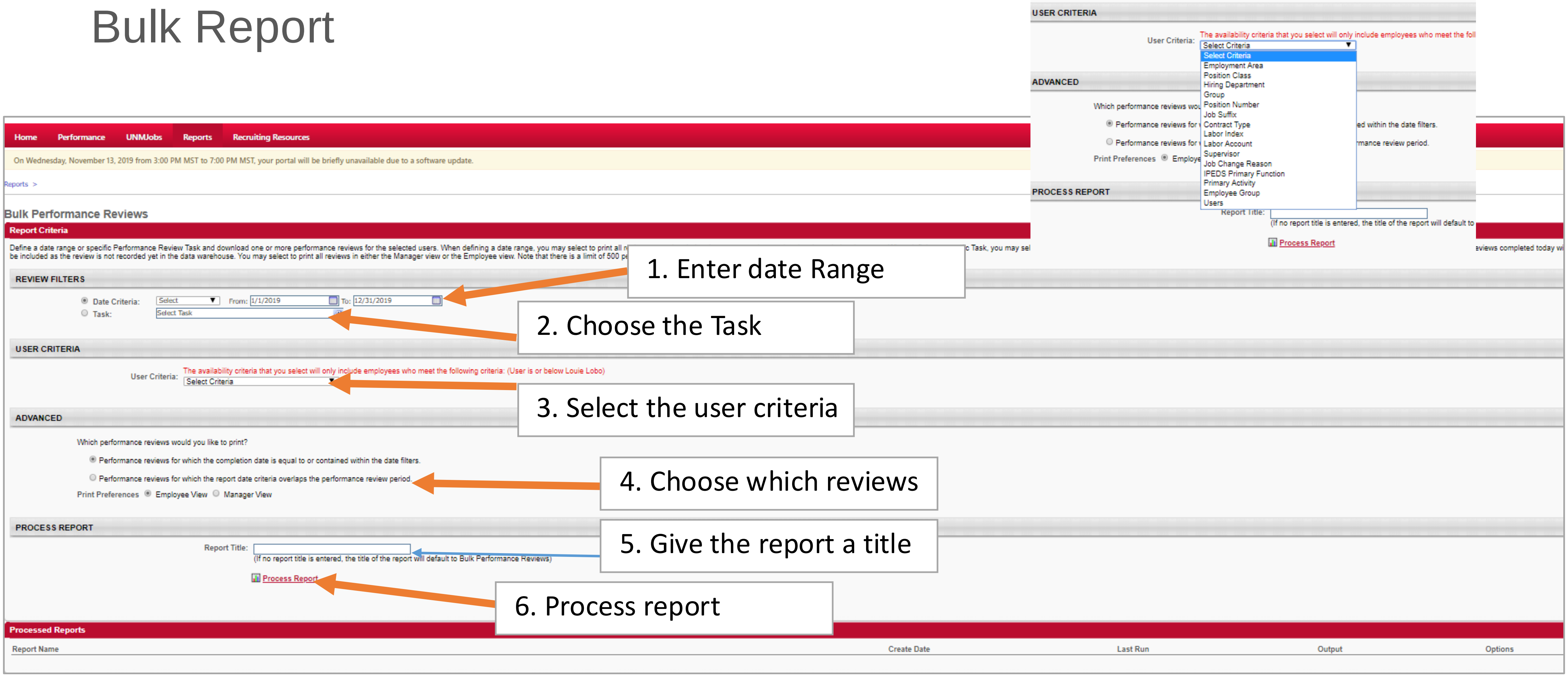


Reports

Click on a report category to view those rep… may search for any reports by title or description.

Bulk Performance Reviews Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.	**Performance Review Details Report** Define a date range and print one or more performance reviews for a single user.
Goal Details Displays the details of each goal during a specific period for a single user where the user is the goal owner.	**Performance Review Step Status Report** View the status of all steps in a Performance Review task.
Goal Status Display a summary of goal statuses for a specific set of users.	**Task User Status** Displays the status of 1 or more tasks for any organizational unit
Performance Review View a performance review for a single user.	

Bulk Report



1. Enter date Range
2. Choose the Task
3. Select the user criteria
4. Choose which reviews
5. Give the report a title
6. Process report

Home
Performance
UNMJobs
Reports
Recruiting Resources

On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update.

Reports >

Bulk Performance Reviews

Report Criteria

Define a date range or specific Performance Review Task and download one or more performance reviews for the selected users. When defining a date range, you may select to print all r … Task, you may sel … eviews completed today wi
be included as the review is not recorded yet in the data warehouse. You may select to print all reviews in either the Manager view or the Employee view. Note that there is a limit of 500 pe

REVIEW FILTERS

● Date Criteria: Select ▼ From: 1/1/2019 To: 12/31/2019
○ Task: Select Task

USER CRITERIA

User Criteria: Select Criteria ▼
The availability criteria that you select will only include employees who meet the following criteria: (User is or below Louie Lobo)

ADVANCED

Which performance reviews would you like to print?

● Performance reviews for which the completion date is equal to or contained within the date filters.
○ Performance reviews for which the report date criteria overlaps the performance review period.

Print Preferences ● Employee View ○ Manager View

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to Bulk Performance Reviews)

Process Report

Processed Reports

Report Name
Create Date
Last Run
Output
Options

USER CRITERIA

User Criteria: Select Criteria ▼
The availability criteria that you select will only include employees who meet the foll

Select Criteria
Employment Area
Position Class
Hiring Department
Group
Position Number
Job Suffix
Contract Type
Labor Index
Labor Account
Supervisor
Job Change Reason
IPEDS Primary Function
Primary Activity
Employee Group
Users

ADVANCED

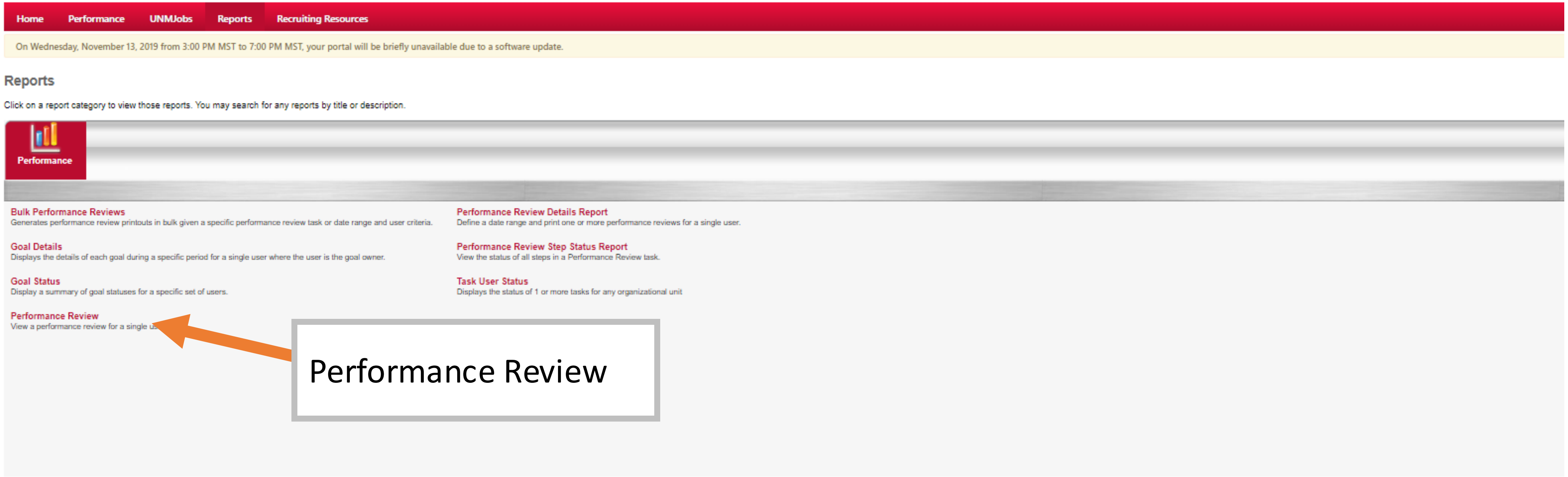
Which performance reviews wou
● Performance reviews for … ed within the date filters.
○ Performance reviews for … rmance review period.
Print Preferences ● Employe

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to

Process Report

Performance Review for single User



On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update.

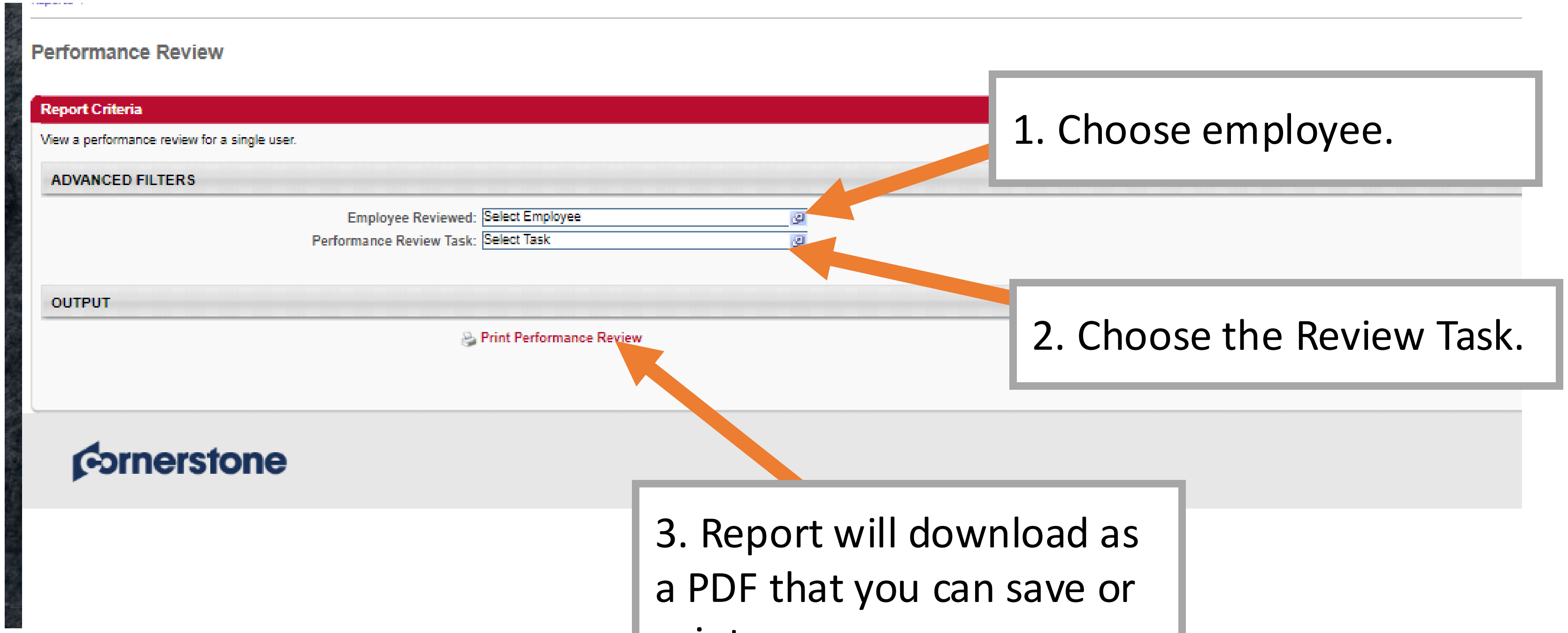
Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Bulk Performance Reviews Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.	**Performance Review Details Report** Define a date range and print one or more performance reviews for a single user.
Goal Details Displays the details of each goal during a specific period for a single user where the user is the goal owner.	**Performance Review Step Status Report** View the status of all steps in a Performance Review task.
Goal Status Display a summary of goal statuses for a specific set of users.	**Task User Status** Displays the status of 1 or more tasks for any organizational unit
Performance Review View a performance review for a single us	

Performance Review

Performance Review report



Performance Review

Report Criteria

View a performance review for a single user.

ADVANCED FILTERS

Employee Reviewed: Select Employee

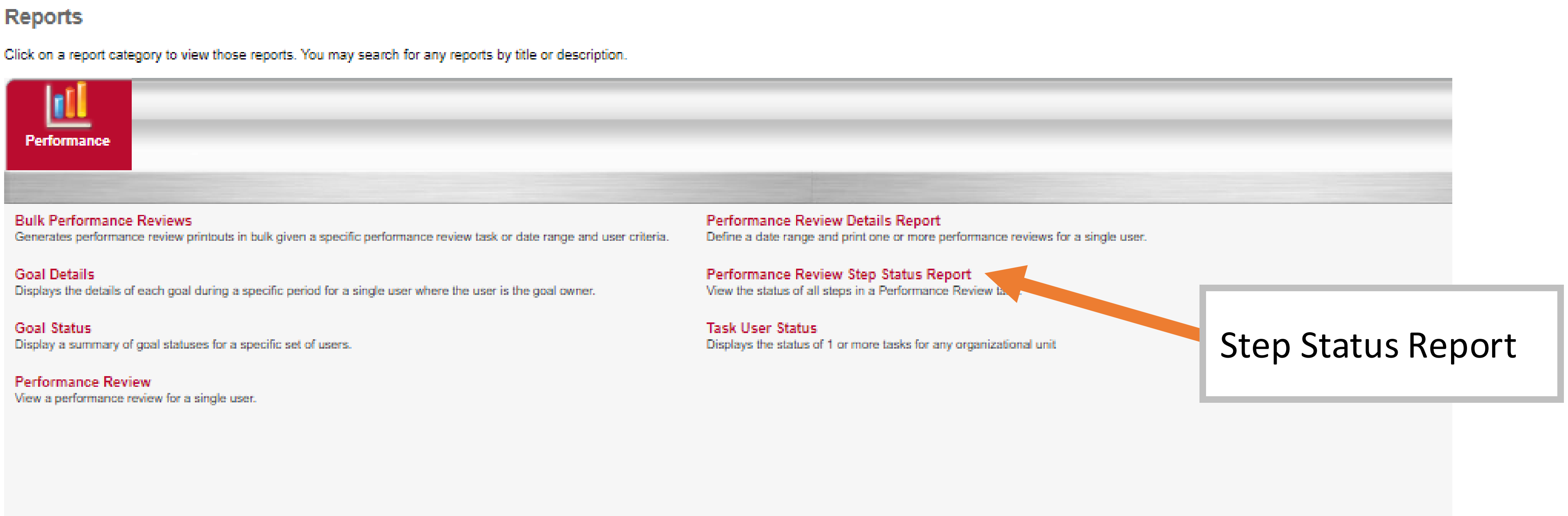
Performance Review Task: Select Task

OUTPUT

Print Performance Review

1. Choose employee.
2. Choose the Review Task.
3. Report will download as a PDF that you can save or print.

Performance Review Step Status Report



Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Bulk Performance Reviews
Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.

Goal Details
Displays the details of each goal during a specific period for a single user where the user is the goal owner.

Goal Status
Display a summary of goal statuses for a specific set of users.

Performance Review
View a performance review for a single user.

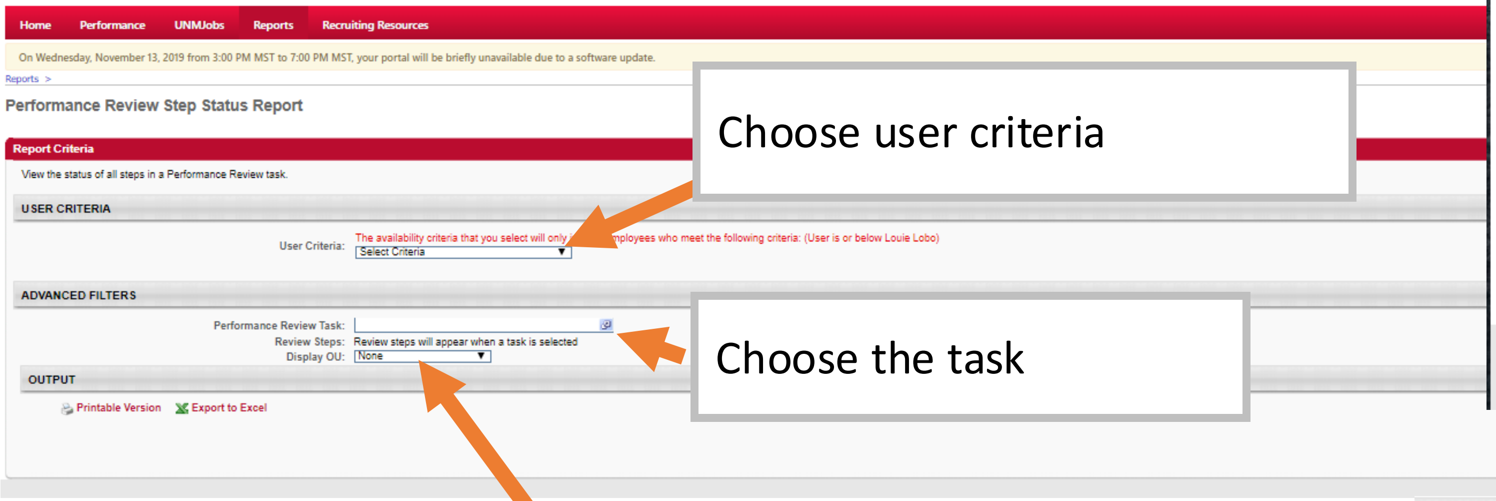
Performance Review Details Report
Define a date range and print one or more performance reviews for a single user.

Performance Review Step Status Report
View the status of all steps in a Performance Review

Task User Status
Displays the status of 1 or more tasks for any organizational unit

Step Status Report

Performance review step report


Home
Performance
UNMJobs
Reports
Recruiting Resources
Reports >
Printable Version
Export to Excel

On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update.

Performance Review Step Status Report

Report Criteria

View the status of all steps in a Performance Review task.

USER CRITERIA

User Criteria: Select Criteria

The availability criteria that you select will only include employees who meet the following criteria: (User is or below Louie Lobo)

ADVANCED FILTERS

Performance Review Task:

Review Steps: Review steps will appear when a task is selected

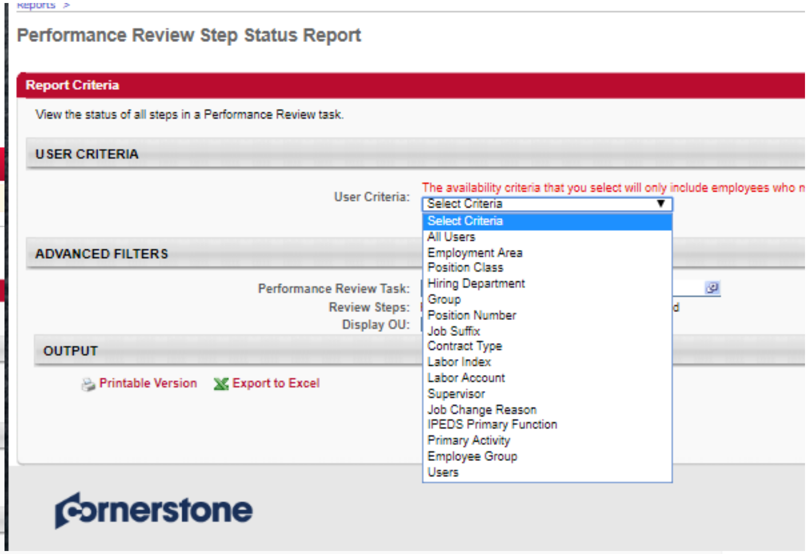
Display OU: None

OUTPUT

Choose user criteria

Choose the task

Choose how you want information displayed


Reports >
Select Criteria
All Users
Employment Area
Position Class
Hiring Department
Group
Position Number
Job Suffix
Contract Type
Labor Index
Labor Account
Supervisor
Job Change Reason
IPEDS Primary Function
Primary Activity
Employee Group
Users
Printable Version
Export to Excel
cornerstone

Performance Review Step Status Report

Report Criteria

View the status of all steps in a Performance Review task.

USER CRITERIA

User Criteria: Select Criteria

The availability criteria that you select will only include employees who n

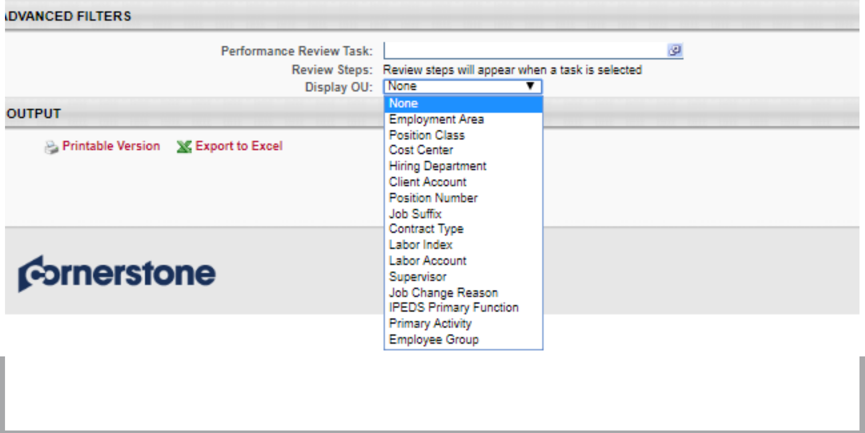
ADVANCED FILTERS

Performance Review Task:

Review Steps:

Display OU:

OUTPUT


None
Employment Area
Position Class
Cost Center
Hiring Department
Client Account
Position Number
Job Suffix
Contract Type
Labor Index
Labor Account
Supervisor
Job Change Reason
IPEDS Primary Function
Primary Activity
Employee Group
Printable Version
Export to Excel
cornerstone

DVANCED FILTERS

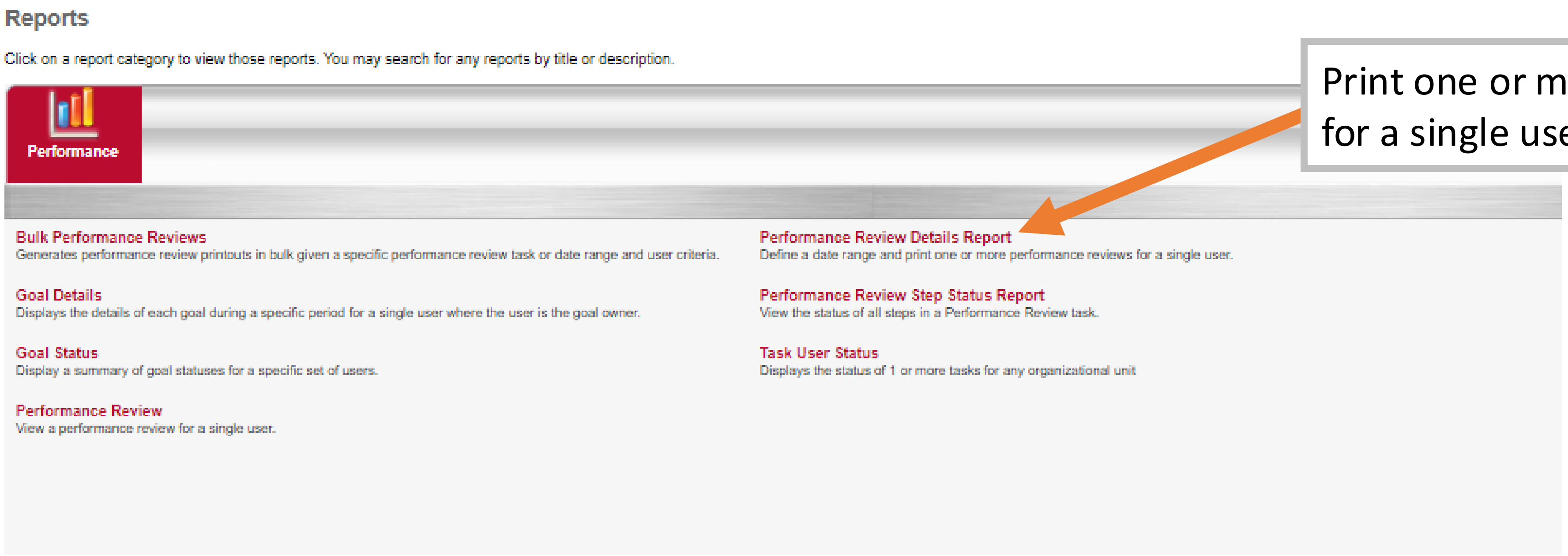
Performance Review Task:

Review Steps: Review steps will appear when a task is selected

Display OU: None

OUTPUT

Performance Review Details Report



Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Bulk Performance Reviews
Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.

Goal Details
Displays the details of each goal during a specific period for a single user where the user is the goal owner.

Goal Status
Display a summary of goal statuses for a specific set of users.

Performance Review
View a performance review for a single user.

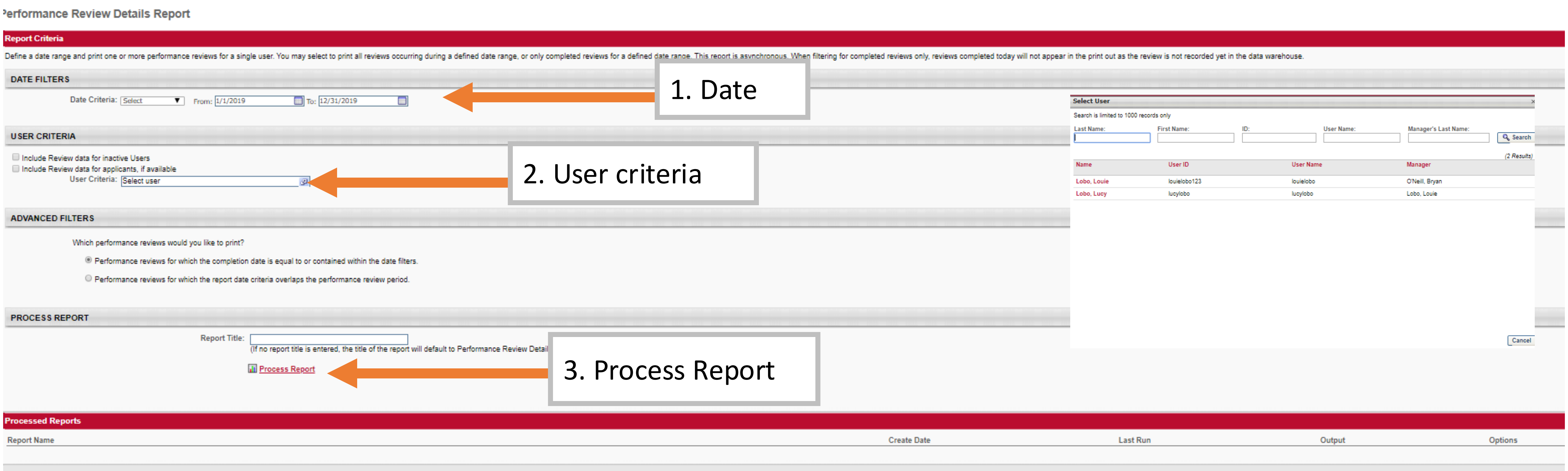
Performance Review Details Report
Define a date range and print one or more performance reviews for a single user.

Performance Review Step Status Report
View the status of all steps in a Performance Review task.

Task User Status
Displays the status of 1 or more tasks for any organizational unit

Print one or more Performance Reviews for a single user

Performance Review Details Report



erformance Review Details Report

Report Criteria

Define a date range and print one or more performance reviews for a single user. You may select to print all reviews occurring during a defined date range, or only completed reviews for a defined date range. This report is asynchronous. When filtering for completed reviews only, reviews completed today will not appear in the print out as the review is not recorded yet in the data warehouse.

DATE FILTERS

Date Criteria: Select From: 1/1/2019 To: 12/31/2019

USER CRITERIA

☐ Include Review data for inactive Users
☐ Include Review data for applicants, if available
User Criteria: Select user

ADVANCED FILTERS

Which performance reviews would you like to print?

● Performance reviews for which the completion date is equal to or contained within the date filters.
○ Performance reviews for which the report date criteria overlaps the performance review period.

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to Performance Review Detail

Process Report

Processed Reports

Report Name	Create Date	Last Run	Output	Options

Select User

Search is limited to 1000 records only

Last Name:
First Name:
ID:
User Name:
Manager's Last Name:

(2 Results)

Name	User ID	User Name	Manager
Lobo, Louie	louielobo123	louielobo	O'Neill, Bryan
Lobo, Lucy	lucylobo	lucylobo	Lobo, Louie

1. Date

2. User criteria

3. Process Report

Email: pep@unm.edu

Web: unmjobs.unm.edu