ILR Extension Division Goal Setting and Annual Review Process/February 2018

1) **Go to www.ilr.cornell.edu/facultyreporting in Mozilla Firefox.**

2) **Click on Log In To Activity Insight.**

3) FIRST: You need to enter the Goals from the reporting cycle dates.

   a. Click on the Extension Annual Goal screen found under EXTENSION/OUTREACH on the menu. Click on ADD NEW ITEM.

   b. From the drop down menu, select a goal type (strategic focus and alignment, financial management, team building, program management, professional development);

   c. Enter a goal name. Please start the goal name with calendar year and goal type abbreviation, i.e. 2016STRFOC, 2016FINMGT, 2016TMBLDG, 2016PGMMGT, 2016PRODEV) and a number for each goal in the goal area, i.e., 2016STRFOC01.

   d. Enter a description of the goal and the begin and end dates.

   e. Save and continue to add another if need be.

4) **After you have finished entering your goals, you then should return to the menu and begin entering data** for the reporting period under each of the categories: General Information, Intellectual Contributions, Teaching, Research, Service, Extension/Outreach, Impact.

5) On many of the reporting screens you will see a question and drop down menu: Please indicate which of your ILR Extension Goals this activity is associated with. **Please select the appropriate goal or multiple goals that relate to the activity you are reporting.** Once all activity is reported for the current year, go to the main menu and **se**lect *Extension Evaluation of Goals*. Select goal type and under "Describe your eval**uation of performance toward this goal" provide a narrative summary of your progress in the goal area** for the reporting year. Select an evaluation date, and click "save and add another." Continue this process until you have provided a narrative summary for each of the five goal areas (strategic focus, financial management, team building, program management, professional development.)

To Prepare for Annual Review with the Program Lead or Supervisor

When you are ready for your annual review you will want to provide your program lead or supervisor with **four** reports. These reports are available in the Activity Insight system (Rapid Reports – lower right of your screen) and can be downloaded and saved on your desktop as Word documents.

1. **SILR Annual Report** - The School of Industrial and Labor Relations (SILR) Annual Report includes data that you entered in the Activity Insights screen in the following areas: Teaching and Instructional Activities, Intellectual Contributions (research and scholarly activities), Research, Outreach, College Sponsored Consulting and Technical Assistance, Service, Impact, Professional Development. **If you fail to report any activity in these categories, that portion of your annual report will appear blank.**

2. **ILR Extension Faculty Annual Goals Details** – This report lists all the individual goals set by a faculty member and the activities you associated with accomplishing that goal based on the data you entered (see #5 above.) IMPORTANT: IF AFTER YOU RUN THIS RAPID REPORT AND DO NOT HAVE ANY ACCOMPLISHMENTS LISTED, IT IS BECAUSE YOU DID NOT ASCRIBE A PARTICULAR ACTIVITY TO THE GOAL.

3. **Extension Evaluation of Goals** – This report includes the faculty member's narrative summary of progress in each of the five goal areas. IMPORTANT NOTE: This report will not include your individual goals until you have entered a summary statement. Once the summary statement is entered the report will insert all of your individual goals for the goal area.

4. **ILR Vita**

6) Extension Faculty should create the above reports from Activity Insights as directed above and send them to their supervisors prior to the annual review. (Deadline: March 13, 2018)

7) Supervisors will review reports and add supervisory comments on the Extension Evaluation of Goals form in a Word document. (Deadline: March 31, 2018)

8) The supervisor and employee sign the Extension Evaluation of Goals form and submit it in hard copy or by e-mail to Human Resources. (Deadline: April 1, 2018)