



## Your First Year

A wealth of opportunities  
to develop and participate



## What To Expect: Performance Dialogue

The performance dialogue process varies by college and unit at Cornell. But essentially, all regular full-time and regular part-time nonacademic employees of the university are expected to meet with their supervisors on an annual basis to review job results and planning. Many performance dialogues are performed in February-March. Typically, you'll receive notification to provide feedback about your position description, job performance, and career goals in an online form in [Workday](#); then you'll meet with your supervisor to review and discuss. The evaluation can be used to inform the following fiscal year's salary improvement determinations for non-union represented staff members.

More information:

- [Performance Dialogues](#)
- [Performance Appraisal Policy](#)

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## Career Development

### ► SKILLS FOR SUCCESS

What matters in our workplace? These seven skills describe what supervisors consider during the performance dialogue process.

Get to know the [Skills for Success](#).

### ► CAREER MANAGEMENT

Take advantage of these tools to help you set and achieve your career goals.

#### Career Toolkit

A five-step guide loaded with resources to help you identify your goals and create a career plan.

## Career Navigator

Our Career Navigator tool will help you chart a course to achieve your career goals among the wide variety of opportunities at Cornell.

## Training

- All Cornell faculty, staff and students have free access to thousands of courses on [LinkedIn Learning](#) and [SkillSoft](#).
- [CULearn](#) is our online learning management system, which contains workshops from campus providers that support our workplace needs. These include but are not limited to trainings on Leadership, Supervising, Information Technology, and Cornell Business Systems. Workshops are delivered by instructor, virtually, or web-based.

## CONTINUING EDUCATION

Benefits-eligible employees can enroll in the [Part-Time Study program](#) to take Cornell courses, tuition-free, upon hire (before first day of classes). Once you've completed your first year at Cornell, benefits-eligible employees can enroll in the [Employee Degree Program](#) (undergraduate or graduate, at Cornell or another approved institution) or [Tuition Aid](#) (coursework not available at Cornell).

## Recognition

### ► RECOGNITION

Cornell celebrates the excellence of our staff and faculty with awards and appreciation events throughout the year.

Visit the [Employee Recognition page](#) to learn about events such as the Fall and Winter Employee Celebrations, Jennie T. Farley Office Professionals Celebration, RED Days, Bring A Child To Work Day, our Service Recognition Program, Employee Excellence Awards, and more.



## Employee Assembly

### ► EMPLOYEE ASSEMBLY

The Employee Assembly at Cornell is committed to ensuring staff member viewpoints are a shared priority in university

decision making, and promoting a sense of belonging in the life of the university.

The EA consists of 28 staff members from across the Ithaca and Geneva campuses whose mission is to ensure collaboration with key university stakeholders, advocate for all staff interests, and improve the staff experience through regular engagement at every level of the university.

All regular full-time and part-time staff members in non-exempt, exempt, or academic non-professional staff categories who are employed at the Ithaca or Geneva campuses are eligible to run for a two-year term on the Employee Assembly.

Attend a meeting, join a committee, get involved![Learn more about the Employee Assembly.](#)



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