


UR Engaged

2024: How to Complete the Continuum of Contribution (CoC)


1. Navigate to <https://urapps.richmond.edu/CoC>
2. Login using your user ID and Password.

Employee ID	Employee Name	Position Title	Employee Division	Employee Home Org Div	Positively impacted department results	Made progress on identified goals/competencies	Developed professionally	CoC Complete
37887061	Brown, Robert	Specialist	BHR	Human Resources				
4820297	JOHNSON, Rebecca	Representative	BHR	Human Resources				
3818802	WEEK, Stephanie	Analyst	BHR	Human Resources	<div style="width: 25%;"></div>	<div style="width: 25%;"></div>	<div style="width: 50%;"></div>	Y
3080594	Smith, Leah	Assistant Director	BHR	Human Resources	<div style="width: 25%;"></div>	<div style="width: 25%;"></div>	<div style="width: 50%;"></div>	Y
5101780	Williams, Tyr	Coordinator	BHR	Human Resources	<div style="width: 25%;"></div>	<div style="width: 25%;"></div>	<div style="width: 50%;"></div>	Y

On the main screen, you will see a list of all of your direct reports.

3. To complete or adjust the CoC information for one of your employees, click on the  icon to the left of their name. A pop-up window will appear:

Employee CoC


 **Employee Continuum of Contribution**

Employee Id **37887061**


Employee Name **Brown, Robert**

Position Title **Specialist**


Brown, Robert has...

Positively impacted department results. 

Less Impact More Impact

Made progress on identified goals and/or competencies. 

Less Progress More Progress

The employee has developed professionally. 

Less Development More Development

(instructions continued on next page)

4. Adjust each of the sliders to enter your CoC information. You can click on the icon next to each item of the CoC for more information.
5. Click the “Apply Changes” button to save your CoC decisions. **Note that your decisions can be edited as many times as needed until May 17, 2024.*
6. Repeat steps 3-5 for each of your direct reports.
7. To log out, click on your user ID in the top left-hand corner of the screen and select “Sign Out”.