

CLL Job Aid Self Skills Sort

**Step 1: Log into CLL Web APP via Chrome - <https://cllsort.uhg.com/>
Once logged in, click “Sign In”**

Common Language of Leadership

Our shared language for talent at UnitedHealth Group

Welcome

Do you have MS credentials? Sign in with UHG Employee ID.

Don't have MS credentials? Sign in with Optum ID.

Integrated Employees

Non-Integrated Employees

SIGN IN WITH UHG EMPLOYEE ID

SIGN IN WITH OPTUM ID

[Support](#)

v8.3.0

Integrated (e.g. Legacy Monarch, OCMG, AppleCare, & NAMM) click “Sign In with UHG Employee ID”

Non-Integrated (e.g. Legacy HealthCare Partners (LHCP) and (Beaver/Epic) click “Sign In with Optum ID”

Step 2: Enter your email address



Common Language of Leadership
Our shared language for talent at UnitedHealth Group

Non-Integrated Employee Login

Enter your company/ work email address

Email Address

[Go Back](#)

Support v8.3.2

Sign In With Your One Healthcare ID

One Healthcare ID or email address

Password

[Forgot One Healthcare ID](#) | [Forgot Password](#)

Additional options:
[Create One Healthcare ID](#)
[Manage your One Healthcare ID](#)
[What is One Healthcare ID?](#)



Step 3:

- **If you have never used the CLL App, you will need to select “Create One Healthcare ID” (go to step 4)**
- **If you have created an ID/Password, please enter and sign in. (Skip to step 6)**

Create One Healthcare ID

One Healthcare ID securely manages your account so that you can use one One Healthcare ID and password to sign in to all integrated applications.



Already have One Healthcare ID? Sign in now

Profile Information

First name

Last name

Year of birth



Sign In Information

Your email address

Create One Healthcare ID



Your One Healthcare ID must have:

6 to 50 characters

At least one letter

No spaces

No letters with accents

None of these Symbols: % + * & ! [] ^ * { } < > # . / ; : ' " ~ =

Create password



Your password must have:

Between 8 and 100 characters

At least 1 uppercase letter

At least 1 lowercase letter

At least 1 number

No spaces and no & symbol

Type password again



Security Questions and Answers

Security question 1

Security answer 1



Security question 2

Security answer 2



Security question 3

Security answer 3



You must agree to the [Terms of Use](#) and [Website Privacy Policy](#) to use the One Healthcare ID service. If you do not agree, click Cancel and do not use any aspect of the One Healthcare ID service.

I Agree

Cancel

Step 4: Enter information and click "I Agree" once completed

Next Step: Verify Your Email Address

1. **Check your email inbox** (tr*****on@optum.com) for a message from One Healthcare ID (noreply@onehealthcareid.com).
2. **Click on the activation link** in the email or [enter the 10-digit activation code](#).

Still waiting for your activation code? [Resend email](#) or [update email address](#)

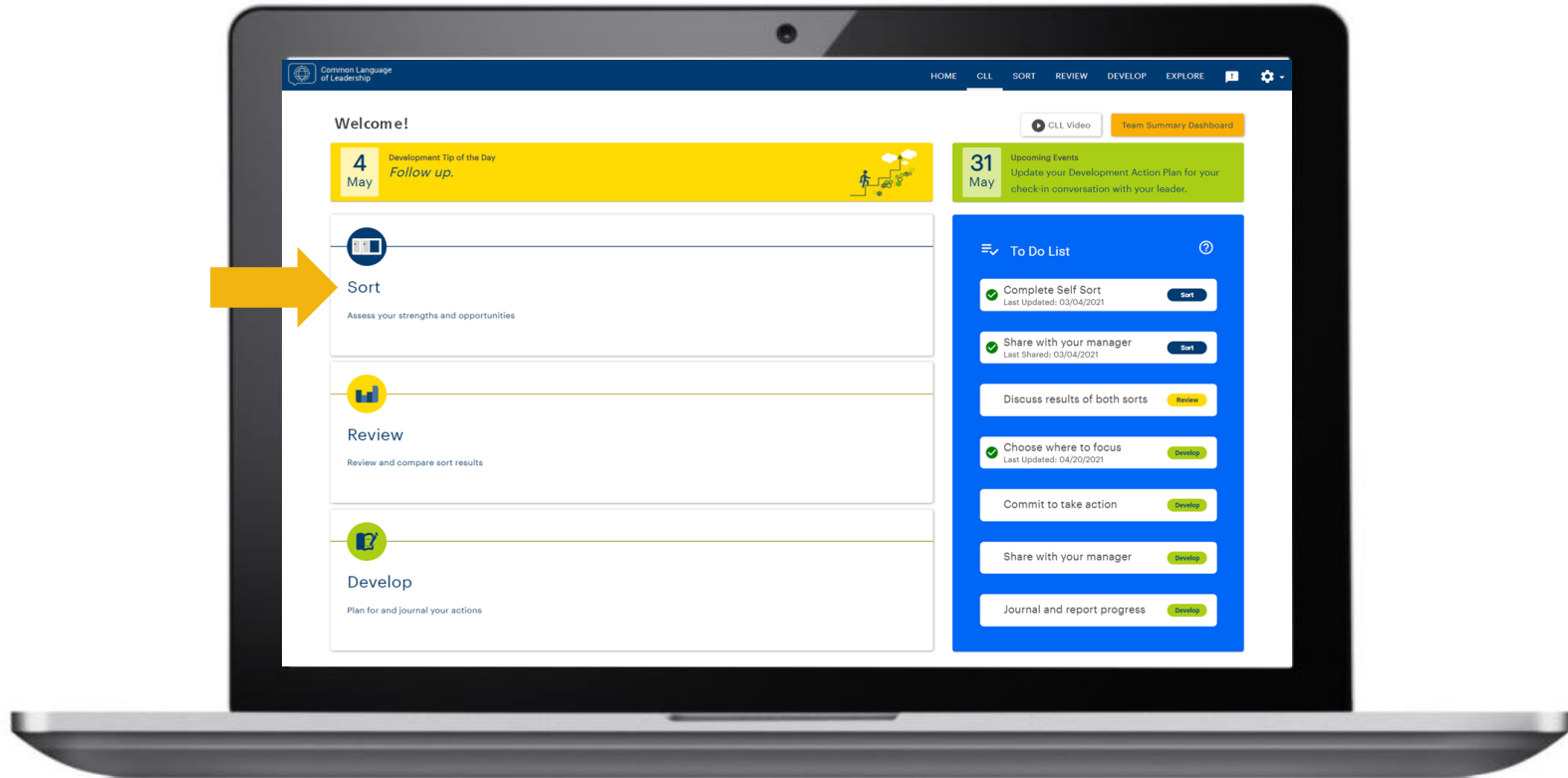
If you don't see it, check your junk or spam folders. You may need to resend the message or add our address to your approved senders.

If you'd like assistance, contact support at 1-855-819-5909 or optumsupport@optum.com

Step 5: Go to your email and follow the instructions provided (Please note, it can take up to 24 hours to receive the email)

Reminder: Check your junk mail

Step 6: Click the “Sort” button



Step 7: Click “Quick Start a Self Sort” (Do not click “Importance Sorts”)

Common Language of Leadership

HOME SORT REVIEW DEVELOP EXPLORE

Sort Dashboard

Skills Sorts Importance Sorts

Icon Legend Create a Sort

Skills Sort: This type of sort gives you an opportunity to review each practice and evaluate your skills for each. This process builds your self-awareness of your strengths and opportunities.

Self Skills Sorts 0

Custom Skills Sorts 0

Quick Start a Self Sort

Individual Contributor library
Salary grades 28 and below or equivalent (non-supervisor)

Manager library
Salary grade 29-30 or equivalent (e.g., directors, pod leads) & supervisors up to grade 28

Leader library
Salary grades 31+ or equivalent (e.g., sr. directors, sr./regional medical directors, VPs & above)

Step 8: Click on the library based on your grade level and then click “Create Sort”

The screenshot shows the 'Sort Dashboard' interface for the Common Language of Leadership. A modal dialog titled 'Enter Assessment Library' is open, asking 'Which CLL behavior library will be used?'. The dialog contains a dropdown menu labeled 'Select a Library' with three options: 'Leader Behavior Library', 'Manager Behavior Library', and 'Individual Contributor Behavior Library'. A yellow arrow points from the 'Manager Behavior Library' option in the dropdown to the 'Manager Behavior Library' option in the background interface. The background interface includes a navigation bar with 'HOME', 'SORT', 'REVIEW', 'DEVELOP', and 'EXPLORE'. Below the navigation bar, there are tabs for 'Skills Sorts' and 'Importance Sorts'. A 'Create a Sort' button is visible in the top right corner. The main content area shows a 'Self Skills Sorts' section with a 'Quick Start a Self Sort' button and a 'Manager Behavior Library' section with a dropdown arrow and a 'Last Updated: 2020-09-22 11:18' timestamp. A 'Custom Skills Sorts' section is also visible on the right side.

Step 9: Begin your sort based on the instructions

The screenshot shows the 'Common Language of Leadership' Skills Sort Manager interface. A modal window titled 'Instructions' is open in the center, providing the following instructions:

- Read: Read the description of each card, flip the card over and read the observables.
- Reflect: Ask yourself "How skilled am I today at these practices?"
- Sort: Click on Highest, Middle, or Lowest to sort the cards into each category.

The modal also includes a checkbox for 'Don't Show Again' and an 'Ok' button. The background interface shows a progress indicator '0 of 29', a 'Submit' button, and a list of practices including 'Assuring Results', 'Acquiring, Assessing and Deploying Talent', and 'Observables'.

**Step 10: Once sort is complete, click
“Submit”**



Submit



Instructions



Compare

CLL MANAGER BEHAVIOR LIBRARY™

AD
Achievement Drive
2

Practice 2 Achievement Drive

Achievement drive is about delivering superior performance and striving for even better outcomes in all key performance areas. It is about growing and getting better. It requires personal mastery; being the best at the things that count. There is a performing aspect of competing and winning against the past, standards and personal achievements. It includes being motivated by stretch goals and difficult assignments. It includes optimism about getting things done at a high level and with self-confidence in personal skills and knowledge. Research shows that a positive attitude toward achievement orientation (high or low) is contagious to others. The goal is to master, perform, grow and advance. Then, bring others along.

Decide Later Highest Middle Lowest

PRACTICES:

How skilled am I at these practices?

You've sorted all the practices.

A sort can only be submitted once **all practices have been sorted** and **each category threshold has been met** without being exceeded.

HIGHEST ③

10 OF 10

Achievement Drive

Resilience and Resourcefulness

MIDDLE ③

9 OF 9

Mindfulness Management

Engaging with Leaders

LOWEST ③

10 OF 10

Self-Management

Using Humor

Step 11: Click “Ok”


The screenshot shows a web application interface for 'Common Language of Leadership'. A dark blue navigation bar at the top contains the text 'HOME', 'CLL', 'SORT', 'REVIEW', 'DEVELOP', and 'EXPLORE', along with a notification icon and a settings gear icon. The main content area is dimmed. On the left, there is a 'Practices' tab and a circular indicator showing '29 of 29'. The title 'Toyalia C' is partially visible, followed by 'Skills Sort Manager Behavior Library' and 'Last Updated by Toyalia Cook Johnson on 2021-05-28 10:09'. On the right, there is a green 'Submit' button, an 'Instructions' icon (i in a circle), and a 'Compare' icon (two arrows in a circle). A white dialog box titled 'Submit Sort' is centered on the screen. It contains the text: 'Congratulations. You are finished! Click Ok to see your Practices Summary report. To share the results with your manager, click on the arrow button on the next page.' At the bottom of the dialog are 'Cancel' and 'Ok' buttons. Below the dialog, the text 'Select a practice below to see its definition or change its rating.' is visible. On the right side of the dimmed background, the text 'PRACTICES:' is followed by 'How skilled am I at these practices?' and 'You've sorted all the practices. Complete the sort by clicking **Submit**.'

Your sort is complete! This view will allow you to view your results by domain. If you would like, you can share your results with your manager.

Common Language of Leadership

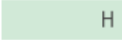
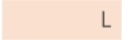


HOME CLL SORT REVIEW DEVELOP EXPLORE


My Sorts My Manager's Sorts on Me Custom Sorts

Select a Sort: Manager Behavior Library - Skills Sort - 05/28/2021 10:11 AM 

Practice Summary Development Summary

Here are the results of your skills sort by domain. What themes do you see? What is most important for the work? What practices, if not developed further, could impact your success? Have a conversation with your manager to prioritize development, and select Develop above to document your actions.

Rating Key Rated As Highest  H Rated As Lowest  L  

Leading Myself 

1. Self-Management	H	5. Showing Humility	H
2. Achievement Drive		6. Using Humor	H
3. Resilience and Resourcefulness	H	7. Mindfulness Management	
4. Growth Mindset		8. Engaging with Leaders	

Highest Middle Lowest

If you have any questions about CLL, please contact your Human Capital Partner