

# Employee Services Procedures: Step-by-Step Guide

## Mid-Year Check-in Overview

This document describes the steps for completing the mid-year check-in activity in Cornerstone.

**Responsible Unit:** HR Business System

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**Policy:** Performance Ratings for University Staff, [APS #5009](#)

## Step One: Employee Action

All employees will receive an email notification asking them to update their goal progress and complete a three-question feedback form.

1. From the [Welcome page](#), click the **Complete Self Mid-Year Check-in Action Item** within the **Action Item** section.
2. Review the activity overview and click **Get Started**.
3. Update each goal. Click the down arrow located at the top right of each goal and click **Manage Goals**. Make updates as necessary, update progress percentage complete, upload any attachments (optional), and add comments. When complete, click **Done**.
4. When all goals are updated, click **Save and Continue**.
5. Complete the three-question feedback form and click **Submit**.

## Step Two: Supervisor Action

After an employee submits their action item, their supervisor will receive an email notification. Supervisors are asked to review the employee's goal progress and performance to date, review the employee feedback form, schedule a discussion meeting with employee, and provide a written summary and feedback of the employee's performance to date.

1. From the [Welcome page](#), click an action item within the **Action Item** section.
2. Review the employee's goals and feedback form. Be sure to schedule a formal check-in discussion with the employee. Supervisors are also welcome to use their one-to-one meeting time for the discussion.
3. After discussion takes place, complete the action item by providing a written summary and feedback on the employees' performance. Acknowledge a discussion took place by selecting the box and clicking **Submit**.

## Step Three: Employee Action

The employee will review the overall mid-year check-in activity including supervisor comments.

1. From the [Welcome page](#), click an action item within the **Action Item** section.
2. Review the entire mid-year check-in activity.
3. On the last page, acknowledge your review by selecting the acknowledgement box and clicking **Submit**.

This activity is now complete.