

Cornerstone: Action Item Overview

Final Evaluation

At the end of the performance year, all employees participate in the final evaluation activity. This activity is a three-step process between an employee and their supervisor. When an action associated with these activities is needed, you will receive an email notification with further instructions for completing the action item. The final evaluation activity consists of three steps, which are described in this document.

Step One: Employee Self-reflection

In early June, all employees will receive an email notification to complete an action item in Cornerstone.

1. From the Welcome page, locate the **Action Item** section.
2. Click **Complete Employee Step (Self-reflection/Sign Off)**.
3. Review the steps within the action item as well as the overview that explains the process of the action and important details you should know before completing it.
4. Click **Get Started**. Follow the steps to complete.
5. After you have reviewed your performance rating from your mid-year review, updated your goal progress, and completed the self-reflection questionnaire, click **Submit**.

Step Two: Supervisor Review and Sign Off

After an employee completes step one, their supervisor will receive an email notification asking them to login to Cornerstone to complete the action item assigned to them.

1. From the Welcome page, locate the **Action Items** section.
2. Click the **Complete Final Evaluation for {Employee Name}** action item. A window opens allowing you to take action.
3. Review the steps within the action item as well as the overview that explains the process of the action and important details you should know before completing it.
4. Click **Get Started**.
5. Follow the steps to complete the process, by reviewing the following sections:
 - a. Review the performance rating (mid-year review).
 - b. Review the self-reflection questionnaire completed by employee.
 - c. Review goal progress, and leave additional feedback within the comment box.
 - d. Provide an overall performance rating and brief performance summary.
 - e. Electronically sign, and click **Submit**.

Step Three: Employee Review and Sign Off

Employees will receive an email notification to complete the employee review and sign off once their supervisor has completed their final evaluation. The employee follows the same instructions from step one.

After you review your final evaluation, electronically sign off on this step.

This activity is now complete.