Cornerstone: Action Item Overview

Goal & Performance Planning

At the beginning of the performance year, employees and their supervisors will collaborate to develop a performance plan and create goals. Supervisors will have an action item in Cornerstone to validate that they have completed goal and performance planning with their employees.

Step One: Collaborate

All employees will receive an email asking them to start collaborating with their supervisor on a performance plan and create goals in Cornerstone.

Step Two: Create Goals

Employees are responsible for creating individual goals in Cornerstone. Once all goals are created and submitted, the employee clicks the Send Approval Request button on their My Goals page, which will send an email to their supervisor letting them know they have goals to review in Cornerstone.

1. From the Welcome page, locate and click the My Goals section.
2. Click Create.
3. When goal details are completed, click Submit.
4. Click the Send Approval Request from the My Goals page once all goals are submitted.

Step Three: Supervisor Review, Approve, and Sign Off

Supervisors will receive an email notification to review and approve goals. Supervisors will also have an activity to complete for their employees within Cornerstone.

1. From the Welcome page, locate and click Action Items.
2. Click the Complete goal planning for {direct report name}. A window appears letting you take action.
3. Review the action item as well as the overview that explains the process of this action and important details you should know before completing.
4. Click Get Started.
   Supervisors are given another opportunity to review their employees’ goals if needed. Supervisors are also asked to validate that they have collaborated with their direct report on their goals and performance plan.
5. Sign off on the activity.