

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.

Step One: Employee Step – Creating Individual Goals

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

To create a goal in Cornerstone:

1. From the Welcome page, click the **My Goals** tile.
2. Click **Create**.
3. Enter details about the goal and click **Submit**.
4. Repeat steps 2 and 3 for any additional goals.
5. After all goals are created and submitted, click the **Send Approval Request** button. An email is automatically sent to your supervisor notifying them they have goals to review in Cornerstone.

Employees also need to complete the action item assigned to them.

1. From the Welcome page, locate the **Action Items** section.
2. Click the assigned action item titled **Complete Employee Step**.
3. Review the action item as well as the overview that explains the process of this action and important details. This step includes a career and growth planning questionnaire.
4. Click **Submit** when complete.
5. Click **Submit** again.

Step Two: Supervisor Step – Reviewing and Approving Goals

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

To review and approve goals:

1. From the section titled **Your Inbox** on your homepage, click **Approval Goals**.
2. On the far right, click **Approval/Deny**.
3. Review the goals and make modifications if necessary.
4. Click **Approve**.

After employee goals are approved, supervisors need to complete the action item assigned to them.

To complete the action item assigned to you:

1. From the Welcome page, locate the **Action Items** section.
2. Click **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 and review employees career and growth planning questionnaire. Supervisors will confirm that they have reviewed their employees' goals, approved the goals, and reviewed employees' questionnaires.

5. Click **Submit** when complete.
6. Click **Submit** again.

Step Three: All Employees – Receiving Confirmation

All employees will receive a confirmation email when their supervisor approves each goal. No additional action is needed in Cornerstone.