

Cornerstone: Action Item Overview

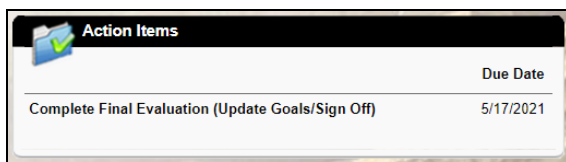
Final Evaluation

At the end of the performance year, all employees participate in the final evaluation activity. This activity is a three-step process between the President and his direct reports. When an action associated with these activities is needed, an email notification is sent automatically with further instructions for completing the action item. The final evaluation activity consists of three steps, which are described in this document.

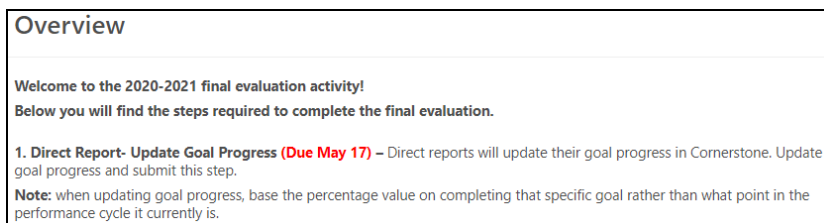
Step One: Direct Report - Update Goal Progress

On April 26, all direct reports will receive an email notification to complete an action item in Cornerstone.

1. From the Welcome page, locate the **Action Items** section.



2. Click **Complete Final Evaluation (Update Goals/Sign Off)**.
3. Review the overview that describes the activity.



4. Click **Get Started**.
5. Update your goal process and **submit** this step.

After you submit this step, President Kennedy will receive an email notification.

Step Two: President Kennedy - Evaluation & Sign Off

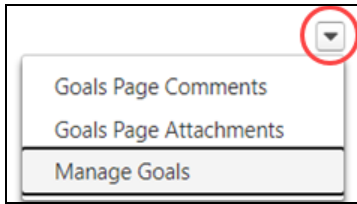
After each direct report completes step one, President Kennedy will receive an email notification asking him to login to Cornerstone to complete an action item.

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 overview that describes the activity.
4. Click **Get Started**.

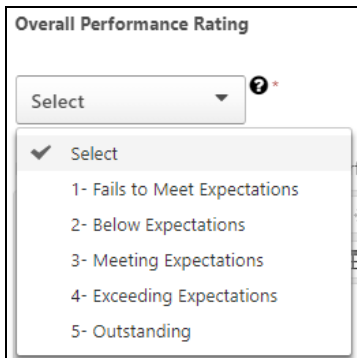
5. Follow the steps to complete the action item:

- a. Review goal progress and provide additional feedback in the comment box.

To view the entire goal (including comments), click **More Options** (the square with the down arrow located at the top-right corner of each goal), and click **Manage Goal**.



- b. Provide an overall performance rating (1-5 rating scale) and performance summary.



- c. Click **Save & Continue**.
 d. Electronically sign, and click **Submit**. A pop-up box appears.
 e. Click **Submit** from the pop-up box.

Step Three: Direct Report - Review and Sign Off

All direct reports will receive an email notification to complete the review and sign off once President Kennedy completes his final evaluation. Direct reports follow the same instructions from step one.

1. Review your performance rating score and comment section.
2. Click **Save & Continue**.
3. Electronically sign, and click **Submit**. A pop-up box appears.
4. Click **Submit** from the pop-up box.

This activity is now complete.