Cornerstone: Action Item Overview

Mid-Year Review

This document describes the steps for performing the mid-year review activity in Cornerstone.

Step One: Supervisor Reviewer Selection

All supervisors 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 Supervisor Mid-Year Review for {Employee Name}. A window opens for you to take action.
3. Review the sections within the step as well as the overview that explains the process and important details you should know before moving forward.
4. Click Get Started.
5. Supervisor, in collaboration with employee, should decide on exactly five business partners to solicit confidential feedback from. Business partners can be Cornerstone users or external partners. No more than five business partners should be selected.
6. Click Submit.

Step Two: Business Partner Feedback

Each business partner will receive an email indicating they have been selected to review the specified employee, and request they complete a confidential 10-question survey. Links to the survey will be provided within the email. Cornerstone users will be able to access these 360 surveys on their Cornerstone Welcome page under the Action Items section. Reviews must be completed by the due date, otherwise they will be invalid.

Step Three: Supervisor Mid-year Review

Supervisors will be able to complete their review once all five surveys have been completed. If all five have not been completed by September 15th, the results will be visible to the supervisor to complete their review the following day.

1. From the Welcome page, locate the Action Items section.
2. Click Complete Supervisor Mid-Year Review for {Employee Name}. A window opens for you to take action.
3. Click Get Started.
4. Review each section within the step, and click Next to move to the next section.
5. On the Mid-year Review Assessment section, download the employee’s 360 feedback results:
   a. Click the Options button (top right of screen).
   b. Click Print Review.
   c. Open the download to review results.
6. Do not sign and submit this step until you have had a formal meeting with your employee to discuss their 360 feedback results, goal progress, competencies, performance to date, and given them a rating score. Once you submit this step, the review becomes visible to the employee.
Step Four: Employee Review and Sign Off

The employee will receive an email notification asking them to review and sign off on the mid-year review completed by their supervisor.

1. From the Welcome page, locate the **Action Items** section.
2. Click the **Complete Mid-Year Review Employee Sign Off** action item. A window opens for you to take action.
3. Review the sections within the step 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**. The employee will see a rating based on their performance to date along with a brief written summary from their manager.
5. The employee will electronically sign off on this mid-year review activity, and click **Submit**.

This activity is now complete.