Cornerstone: Action Item Overview

Mid-Year Review

The mid-year review activity kicks off in August. Supervisors are encouraged to schedule a formal meeting with their employees to discuss goal progress and overall performance to date. During this mid-year review activity in Cornerstone, supervisors will give their employee a rating based on a three-point rating scale, and also provide a brief summary regarding overall performance. This mid-year review activity consists of two steps, which are described below.

Step One: Supervisor Review and Sign Off

All supervisors 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 Supervisor Mid-Year Review for [Employee Name]. 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 and important details you should know before moving forward.
4. Click Get Started. Follow the steps to complete the step.
5. After you have had a formal meeting with your employee and reviewed your employee’s goal progress, you will provide a rating to date and a brief summary. Remember: the rating should be based on goal progress, job duties, and competencies.
6. At the end of this step you will electronically sign, and click Submit.

Step Two: Employee Sign Off

After the supervisor has completed and submitted the mid-year review, 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 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. Follow the steps to complete.
5. The employee will see a rating based on their performance to date, along with a brief written summary from their manager. The employee will electronically sign off on this mid-year review activity. Once this is complete, click Submit.

This activity is now complete.