

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 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**.
5. Supervisor, in collaboration with employee, should decide on exactly **five** business partners to solicit anonymous 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 requests they complete an anonymous 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

All supervisors will receive an email notification to complete the mid-year review in Cornerstone. Supervisors should schedule formal meetings with their employees to discuss goal progress, performance to date, and their 360 business partner review results. 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.

1. Follow the same procedure as described in Step One above to access the step.
2. After entering your rating and summary, electronically sign the review, and click **Submit**.

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 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. 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.