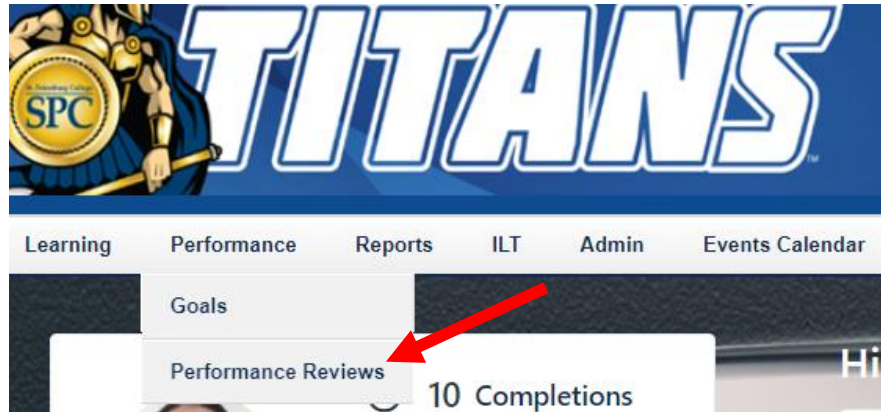


How to Access Completed Performance Review Tasks

1. From your Cornerstone homepage, go to Performance > Performance Reviews



2. On the Performance Review Summary page, click on the “Complete” box to see a list of all the completed tasks. Click on the task you want to view.

Performance Review Summary - Testing User1

My Assigned Reviews My Personal Reviews

Title:

Status: ☒ Not Started ☒ In Progress ☒ Completed ☒ Incomplete ☐ Expired

Title	Description	Status	Start Date	Due Date	Last Modified Date
Goal Rating sign-off for 2023-2024 annual performance review	This is the second of two tasks for employees and managers to...	Not Started	4/3/2024	6/30/2024	4/3/2024
2023-2024 Annual Performance Review Goal Setting	This is the first of two tasks for employees and managers to...	Completed	3/26/2024	3/31/2024	4/3/2024
(Email Test) 2023-2024 Annual Performance Review Goal Setting	This is the first of two tasks for employees and managers to...	Completed	3/26/2024	3/31/2024	3/26/2024
Complete Self Review		Completed	3/21/2024	4/5/2024	3/26/2024

3. To view the details of the task and/or comments, click on “Get Started”.

*Note: Prior to completing this performance review task, it is highly suggested that the manager meet with their employee to discuss their SMART goal for this year. This will ensure that the goal aligns with SPC's pillars and departmental goals, and eliminate the need for revisions when the employee submits their goal for approval.

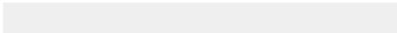
Review Step Progression

✓ Create SMART Goals 2023-2024 ✓

✓ Manager Review and Approval ✓

SMART GOALS

- Help support the team in administrative and programmatic aspects of the organization
- Complete Leadership Tampa Bay

Progress :  0%

Start Date : 7/1/2023

Due Date : 6/30/2024

more...



(Manager) Review : 2023-2024 Goal Setting and Approval Time : 4/1/2024 11:19 AM

You are doing an exceptional job supporting our administrative goals and leading our team. This year I would like us to have a weekly agenda so that we can revisit any issues that may occur throughout the year. It will all

Back

Exit

4. Alternatively, you can download and/or print the entire review by clicking on the “Options” > “Print Review” tab in the upper right corner of the review page.

(Test 04.03) 2023-2024 Goal Setting and Approval

Options ▾

Print Review

**Jennifer Taylor**

HR Partner

7/1/2023 - 6/30/2024



Overview

End of 2023-2024 Annual Performance Review Task One. This task involves two steps.

Step One: Employee creates SMART goal on Cornerstone using the SMART goal template.