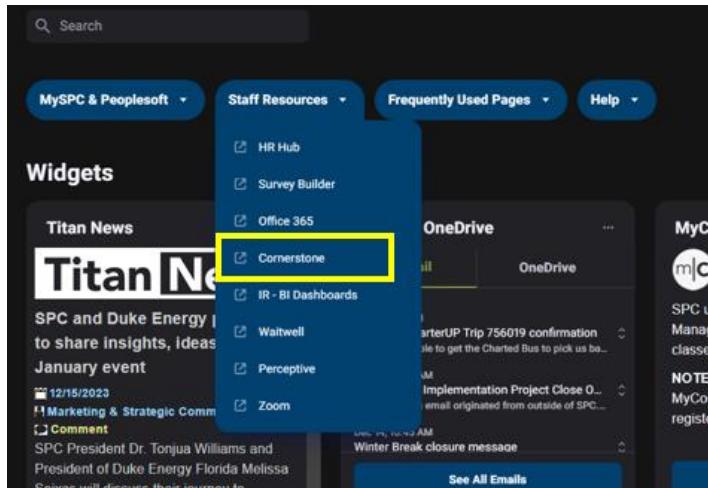


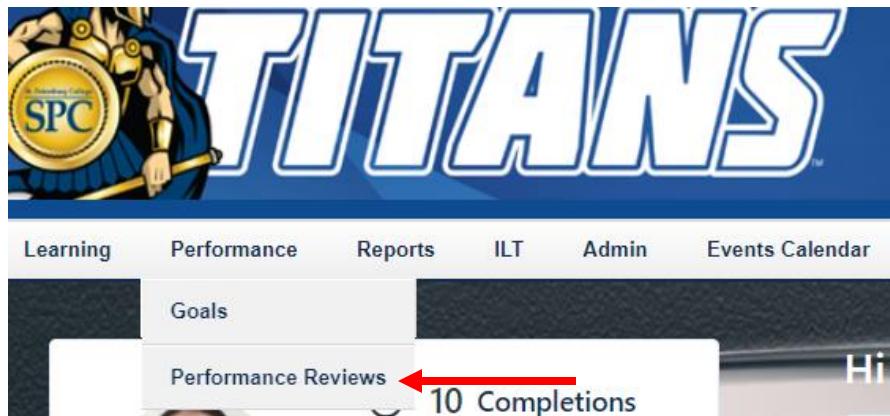
How to Access Performance Management Tasks

1. Log in to Cornerstone from the Titan Hub > Staff Resources > Cornerstone.



The screenshot shows the Titan Hub interface. At the top, there are navigation links: 'MySPC & Peoplesoft', 'Staff Resources' (which is currently selected and highlighted in blue), 'Frequently Used Pages', and 'Help'. Below these are 'Widgets' and 'Titan News'. The 'Staff Resources' menu is open, showing options like 'HR Hub', 'Survey Builder', 'Office 365', and 'Cornerstone', with 'Cornerstone' highlighted by a yellow box. To the right, there's a 'OneDrive' section and a 'MyCo' sidebar.

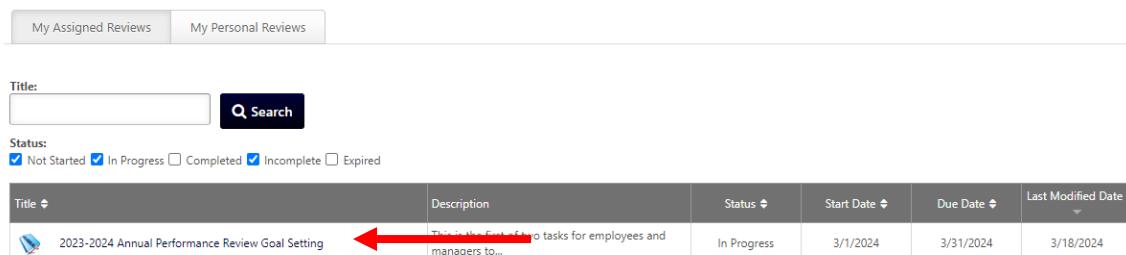
2. From your Cornerstone homepage navigate to Performance > Performance Reviews.



The screenshot shows the Cornerstone homepage with a large 'TITANS' logo. Below the logo is a navigation bar with links: 'Learning', 'Performance', 'Reports', 'ILT', 'Admin', and 'Events Calendar'. The 'Performance' link is highlighted. Below the navigation bar is a 'Goals' section and a 'Performance Reviews' section. A red arrow points to the 'Performance Reviews' section, which displays '10 Completions'.

3. From the Performance Review Summary Page, click on the task you want to complete.

Performance Review Summary - Erika Martinez



The screenshot shows the 'Performance Review Summary' page for 'Erika Martinez'. At the top, there are tabs for 'My Assigned Reviews' and 'My Personal Reviews'. Below that is a search bar with a 'Search' button. Under 'Status:', there are checkboxes for 'Not Started', 'In Progress', 'Completed', 'Incomplete', and 'Expired'. The main area is a table of tasks. A red arrow points to the first task in the list: '2023-2024 Annual Performance Review Goal Setting'. The table columns are: 'Title', 'Description', 'Status', 'Start Date', 'Due Date', and 'Last Modified Date'. The task details are: 'Title' is '2023-2024 Annual Performance Review Goal Setting', 'Description' is 'This is a Performance Review task for employees and managers to...', 'Status' is 'In Progress', 'Start Date' is '3/1/2024', 'Due Date' is '3/31/2024', and 'Last Modified Date' is '3/18/2024'.

Title	Description	Status	Start Date	Due Date	Last Modified Date
2023-2024 Annual Performance Review Goal Setting	This is a Performance Review task for employees and managers to...	In Progress	3/1/2024	3/31/2024	3/18/2024