How to Complete Goal Ratings for 2023-2024 Annual Performance Reviews

1. **From your Performance Review Summary page, click on the task.**

Performance Review Summary - Phi Nguyen

| My Assigned Reviews | My Personal Reviews |

Title:

[   ] 🔍 **Search**

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

Title ⬍	Description	Status ⬍	Start Date ⬍	Due Date ⬍	Last Modified Date ⬇
📘 Complete Goal Rating and sign-off for Testing User1	This is the second of two tasks for employees and managers t...	Not Started	4/3/2024	5/31/2024	4/3/2024
📘 Complete Manager Review of Jennifer Taylor	This is the first of two tasks for employees and managers to...	Not Started	4/3/2024	6/29/2024	4/3/2024
📘 Complete Review and Approval for Testing User1	This is the first of two tasks for employees and managers to...	Not Started	3/26/2024	4/30/2024	3/26/2024

2. **Review the Overview instructions and rating scale.**

Overview

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

Step One: Manager rates the employee's goal progress using the scale below:

Too New - Too New to Rate: Employee has not been in the position long enough to have begun working on their goal.

1-Below expectations: Employee has not started working on or completed any steps toward completion of their goal.

2-Meets expectations: Employee is on track with goal progress.

3-Exceeds Expectations: Employee has successfully completed their goal.

Manager makes comments on the goal rating, and electronically signs off.

Step Two: Employee comments on the goal rating and indicates what steps they will take to complete their goal, then electronically signs off.

*After the employee completes their sign-off, the 2023-2024 annual review process will be complete. Managers and employees can find the review under the Cornerstone Performance tab > Performance Reviews, and filter by checking the "Complete" box.

*An option to print the review is also available.

3. **Scroll to the bottom of the page and click "Get Started".**

*An option to print the review is also available.

Review Step Progression

✓ **Goal Rating and Manager Sign-off** ✓
Due : 5/31/2024

✓ **Employee sign-off** ✓

Get Started

4. **Click on "Select Goals". Your direct reports may have more than one goal. Select only the goals you want to assign ratings to for the purposes of the performance review. For example, an employee may have created a goal that was not required for the performance review, so you may not want to rate that goal. After selecting the goal(s) you want to rate, click "Add".**

Testing User1
7/1/2023 - 6/30/2024

0%

Goal Rating Section

Select Goals

Phi Nguyen,

Use the dropdown menu to complete the Goal Rating section for Testing User1, using the following scale:

Too New to Rate: Employee has not been in the position long enough to have begun working on their goal.

1-Below expectations: Employee has not started working on or completed any steps toward completion of their goal.

2-Meets expectations: Employee is on track with goal progress.

3-Exceeds Expectations: Employee has successfully completed their goal

Back | Save and Exit | Save and Continue

Select Goals   ✕

Goals for the Period 7/1/2023 - 6/30/2024

	Title	Due Date	SPC Pillar	Progress
✓	Second Goal for 2023-2024	6/30/2024	Community Engagement	0 %
✓	Third SMART Goal for 2023-2024	6/30/2024	Economic Mobility	0 %
☐	Sample SMART Goal for 2023-2024	6/30/2024	Economic Mobility	0 %

Cancel | **Add**

5. **For each goal you selected, use the drop-down menu to choose a rating.**

Second Goal for 2023-2024

Initial Goal:

more...
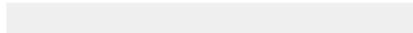
Progress : [   ] **0%**
Start Date : 3/26/2024
Due Date : 6/30/2024
more...

Select ▼ ❓ *

✔ Select
Too New to Rate
1-Below expectations
2-Meets expectations
3-Exceeds Expectations

on for 2023-2024

6. **Afte you have given each goal a rating, scroll to the bottom of the page and click "Save and Continue".**

Third SMART Goal for 2023-2024

This is my Third goal I want to work on for 2023-2024
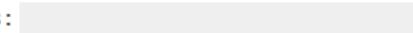
Progress : [   ] **0%**
Start Date : 4/3/2024
Due Date : 6/30/2024
more...

3-Exceeds Expect... ▼ ❓ *

Back   Save and Exit   **Save and Continue**

7. **Review the overall rating summary, then click "Next".**

Overall Rating ❓
3-Exceeds Expectations

	Goal Rating and Manager Sign-off	Employee sign-off
Goal Rating Section	**2.5** / 3.0 3-Exceeds Expectations	-
Overall ❓	**2.5** / 3.0 3-Exceeds Expectations	

Back   **Next**

8. **On the sign-off page, enter your comments/rationale for why you gave the goal(s) the ratings you did, then electronically sign-off and click "Submit".**

Pending Signature

Manager

First and last name   **Sign**

Comment

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Back   Save and Exit   **Submit**

9. **Your direct report will receive an email indicating that they need to review the goal ratings and sign-off for the performance review. When the direct report signs off, the 2023-2024 annual performance review will be complete for that employee.**