

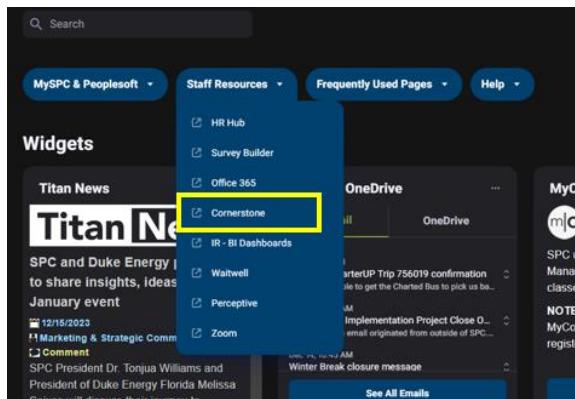
How to Review and Sign off on Development Plan

Prior to completing this task it is highly suggested that you meet with your supervisor for a one-one-one to discuss your goal progress and [Competency Descriptions](#). Here, your supervisor will determine whether you need a development plan.

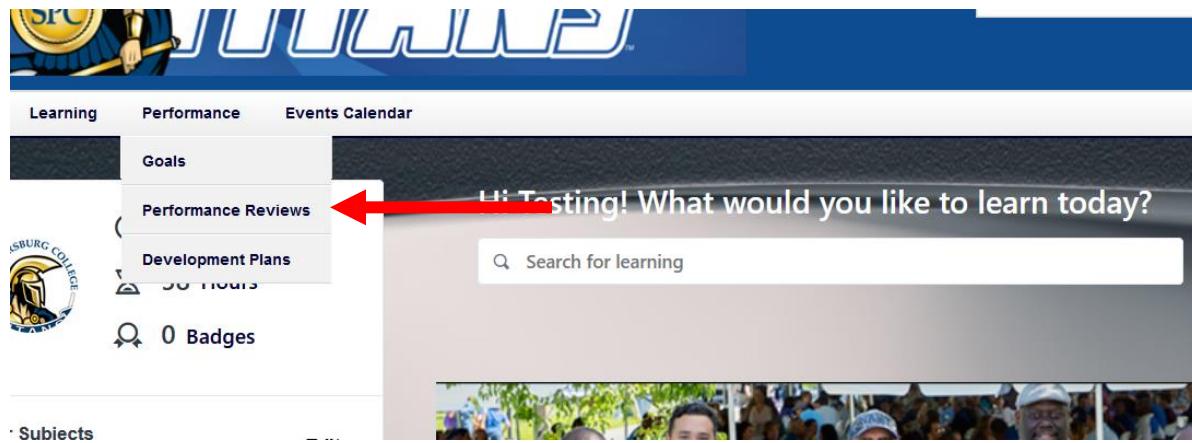
If you do not need a development plan, the comments will state, “No development plan needed at this time”. You will still need to sign off.

***If you do need a development plan, it is recommended that your supervisor open their performance review task during your one-on-one to create a development plan together.**

1. Sign in to Cornerstone from the TitanHub > Staff Resources > Cornerstone



2. From the Cornerstone Homepage, go to Performance > Performance Reviews



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

Performance Review Summary - Testing User1

My Assigned Reviews My Personal Reviews

Title: **Status:** Not Started In Progress Completed Incomplete Expired

Search

Title	Description	Status	Start Date	Due Date	Last Modified Date
Sign off on Development Plan	This is the second task in the 2024-2025 annual performance ...	Not Started	4/18/2024	5/31/2024	4/18/2024

(1 Result)

4. Review the Overview.

Overview

Start of 2024-2025 Annual Performance Review

This task involves four (3) steps.

Step One: Manager and Direct Report meet one-on-one to discuss goal progress and competencies.

Step Two: Manager determines whether the employee is in need of a development plan.

- If the employee needs a development plan, the manager creates it in the task and signs off.
- If the employee does not need a development plan, the manager indicates that no plan is needed in the comments and signs off.

Step Three: Employee signs-off.

*Note: Prior to completing this performance review task, it is highly suggested that the manager meet with their direct report(s) to discuss their SMART goal(s) and review the competencies 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. A one-on-one template is available for supervisors on the HR Hub > Organizational Effectiveness and Success > Supervisor Resources

Additional information and tutorials about Performance Management is available at the HR Hub > Performance Management

5. Click on “Get Started”.

Review Step Progression



Check-in and Development Plan



Development Plan Sign-off
Due: 5/31/2024

Get Started

6. If you **DO NOT** have a Development Plan, click on “Save and Continue”.

(Test 2.0) FY 2024-2025 Check-in and Development Plan

Options ▾



Testing User1
7/1/2024 - 6/30/2025

0%

Development Plan

Add Objective

Back

Save and Exit

Save and Continue

7. In the Sign-off section, view your manager's comments, sign off, and click "Submit".

Sign Off Section - Annual Performance Review

Please provide an e-signature to consent to receiving the Annual Performance Review.

Self

First and last name

Sign

Manager

Phi Nguyen Date: 4/18/2024

Comment

A small, square portrait of a woman with long, dark, wavy hair. She is wearing a bright blue, short-sleeved button-down shirt. She is smiling and looking directly at the camera. The background is a soft-focus indoor setting.

Phi Nguyen (Manager) Review : (test 2.0) FY 2024-2025 Check-in and Development Plan Time : 4/18/2024 12:01 PM
No plan needed at this time. 

Back

Save and Exit

Submit

8. A pop-up will appear. Click “Submit” again. **NOTE: You will not be able to make changes after you submit here.**

Submit Review X

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

9. If you **DO have** a Development Plan, review it here, then click “Save and Continue.”

Development Plan

Improve PeopleSoft Financial Knowledge

 Will do on the job shadowing of other employee
Due: 9/20/2024 Category: Progress: 0 %

 Comprehending Financials: A Guide to Financial Statements
Due: 7/18/2024

10. On the sign off page, review your manager’s comments, enter your own comments if desired then sign off and click “Submit”.

Testing User 1

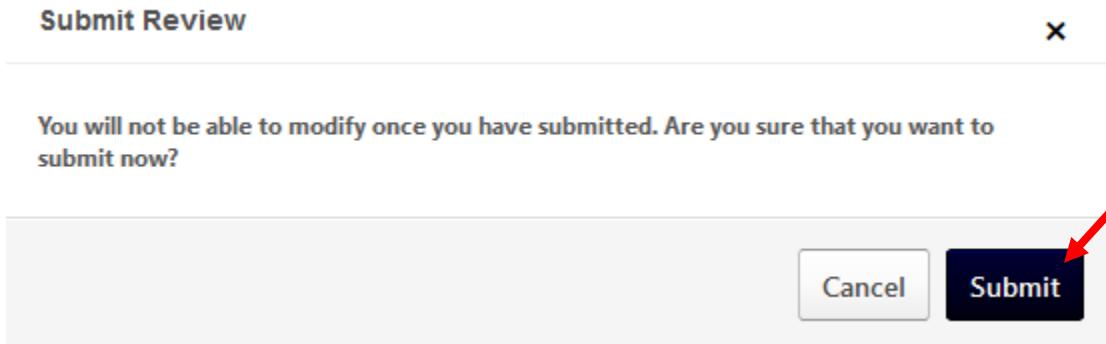
Manager
Phi Nguyen Date : 4/18/2024

Comment

 I plan on shadowing my colleague on these days.....|

 **Phi Nguyen** (Manager) Review : (Test 3.0) FY 2024-2025 Check-in and Development Plan Time : 4/18/2024 1:34 PM
Testing needs additional support with financial skills. We have discussed this plan at the meeting, and agreed that it will be beneficial to their success in their role.

11. A pop-up will appear. Click “Submit” again.



12. Begin working on your development plan as needed.