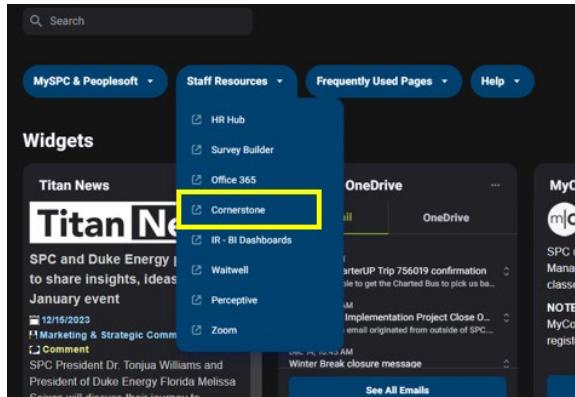


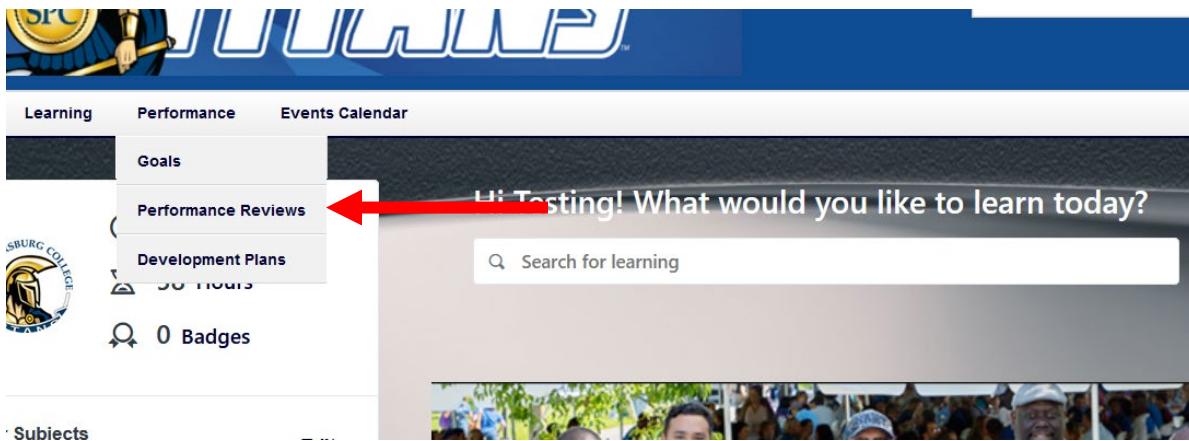
How to Complete Competency Ratings

***Prior to completing this step on Cornerstone it is highly recommended that you meet with your direct report(s) for a one-on-one to discuss their goal progress, development plan (as needed), and the [Competency Rating Rubrics](#).**

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



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



3. From Performance Review Summary page, click on the task to get started.

Performance Review Summary - Phi Nguyen

My Assigned Reviews		My Personal Reviews				
Title:		<input type="button" value="Search"/>				
Status:	<input checked="" type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Incomplete <input type="checkbox"/> Expired					
Title	Description	Status	Start Date	Due Date	Last Modified Date	
Complete Competency Rating for Testing User1	the final task in the 2024-2025 annual performance r...	Not Started	3/28/2024	4/18/2025	3/28/2024	
Complete Mid-year Check-in for Testing User1	This is the second task in the 2024-2025 annual performance ...	Not Started	3/28/2024	11/15/2024	3/28/2024	
2023-2024 Annual Performance Review Goal Setting	This is the first of two tasks for employees and managers to...	Incomplete	3/1/2024	3/31/2024	3/27/2024	

4. From the Overview page, click on “Get Started”.

Overview

This task involves two steps.

Step 1: The manager will rate their direct report's competency levels in key areas of performance on a 1-5 rating scale, then sign off.

Step 2: The direct report will review the ratings, make comments as needed, and sign off.

*It is highly suggested that prior to this period managers and their direct reports meet regularly throughout the year to discuss goals, competencies, and the developmental plan.

Review Step Progression



Get Started

5. Click on “More” to review the direct report’s goal if needed. This is view only. Then click “Save and Continue”.

Sample Goal for 2024-2025

Initial Goal:

More 

Progress :  0%

Start Date : 3/21/2024

Due Date : 6/30/2025

more...

* Indicates a shared goal.

Save and Continue 

Back Save and Exit

6. Review the direct report’s Development Plan if needed. Then scroll to the bottom and click “Save and Continue”.

Work on Communication Skills

 Better Business Communication: The Essential Elements of Effective Ve...
Due: 1/1/2025

 Take a Certification Course
Due: 2/28/2025 Category: Progress: 25 %

Save and Continue 

Back Save and Exit

7. On the Competency Section-Annual Performance Review page, use the drop-down menu to rate all 7 competencies on a scale from 1 to 5 (or N/A-Too New), based on the [Competency Rating Rubric](#).

Accountability

Demonstrates a strong sense of ownership and responsibility for assigned tasks, decisions, and outcomes, ensuring commitments are met with integrity and a proactive approach to problem-solving. •Consistently meets deadlines, ensuring accurate and timely completion of tasks. •Takes initiative in addressing challenges, demonstrating a solutions-oriented mindset without undue reliance on others. •Communicates openly about progress, challenges, and outcomes, fostering transparency within the team and with stakeholders. •Acknowledges errors promptly, takes responsibility and actively seeks opportunities to learn and improve from mistakes. •Honors commitments made to colleagues, stakeholders, and superiors, ensuring promises are kept and expectations are consistently met or exceeded.

Select  

▼ Select

- ✓ Select
- N/A-Too New To Rate
- 1-Needs Improvement
- 2-Below Expectations
- 3-Meets Expectations
- 4-Exceeds Expectations
- 5-Outstanding

Font  Size   

8. Comment on your rating in the comments section. Here, you can give your direct report praise for doing an excellent job or make suggestions on how they can improve this competency.

Select  

Comments :



Font  Size   

9. After you have rated all 7 competencies, scroll to the very bottom of the page and click “Save and Continue”.

3-Meets Expectati...  *

Comments :

Testing User1 does an excellent job making others feel welcome.|



Back Save and Exit **Save and Continue**

10. Review the overall rating on the Summary page and click “Next”.

Summary

Overall Rating 

Meets Expectations

	Competency Ratings and Sign-off
Goal Setting and Approval 2024-2025	N/A
Development Plan	N/A
Competency Section - Annual Performance Review	3.1 / 5.0 3-Meets Expectations
Overall 	3.1 / 5.0 Meets Expectations

 Back **Next**

11. Electronically sign off.

*When Testing User1 signs-off and submits the form, the 2024-2025 annual performance review period is complete for that employee.

Manager
Phi Nguyen 

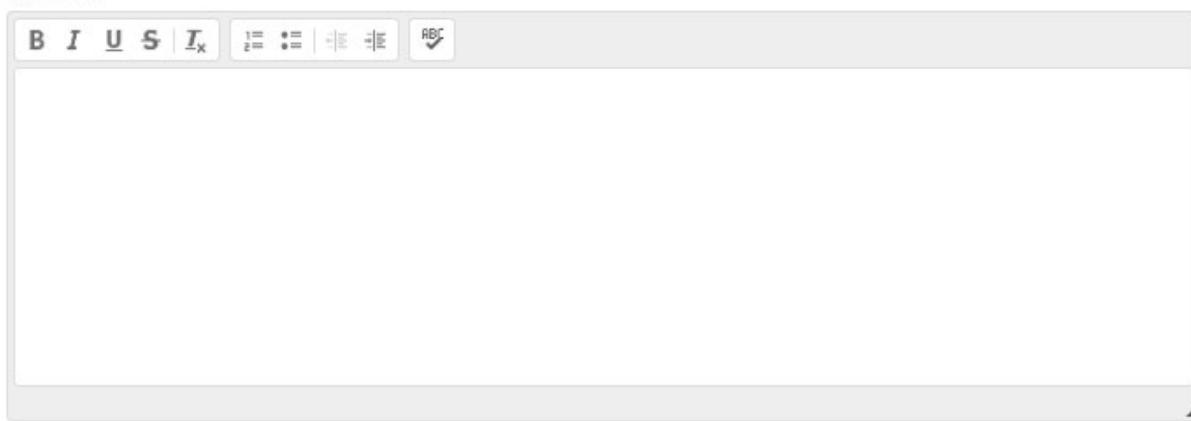
Self
Manual Signature on the printable version

Comment



12. Scroll to the bottom of the page and click “Submit”.

Comment



Back

Save and Exit

Submit

***An additional pop-up will appear to confirm whether you want to Submit. Once you Submit here you will not be able to make any changes.**

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



13. Your direct report will receive an email indicating that they have a performance review task to complete. When your direct report reviews their competency ratings and signs off, the FY 2024-2025 Annual Performance Review process will be complete.