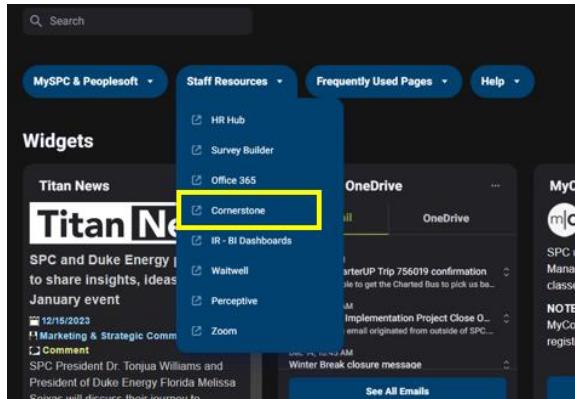
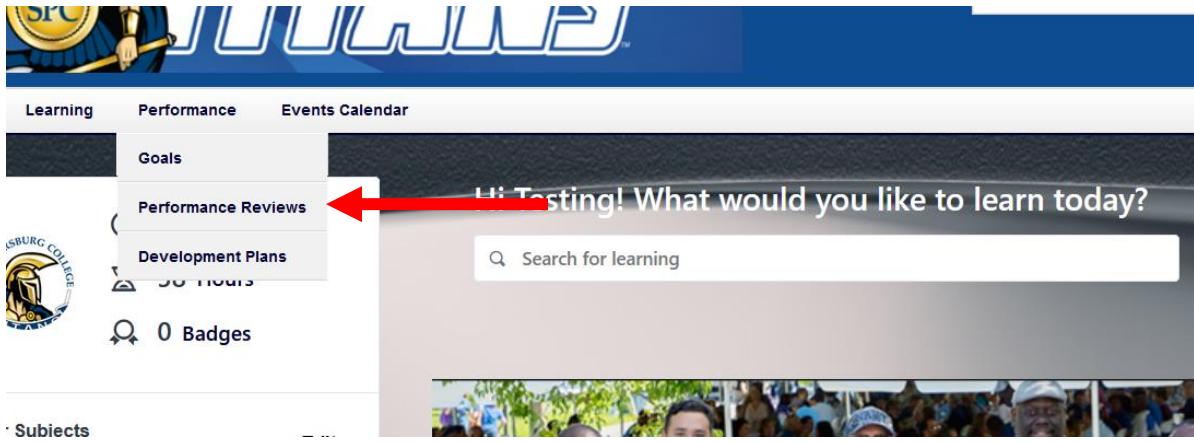


## How to Review Competency Ratings and Final Sign-off

### 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 Summar page, click on the task to get started.**

## Performance Review Summary - Testing User1

My Assigned Reviews		My Personal Reviews			
<b>Title:</b> <input type="text"/> <b>Search</b>					
<b>Status:</b> <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		
Competency Ratings Review and Sign-off for 2024-2025	ask in the 2024-2025 annual performance r...	Not Started	4/1/2024		
Review Mid-year Check-in and Sign-off	This is the second task in the 2024-2025 annual performance ...	Not Started	4/1/2024		

**4. From the Overview page, click “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.

**6. Review the ratings and comments that your manager assigned to each of the 7 competencies.**

### 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.



**Phi Nguyen** (Manager) Rated : 2 - 2-Below Expectations Review : (Test 4.0) FY 2024-2025 Competency Ratings Time : 4/1/2024 12:00 PM



### Building Relationships

Demonstrates a commitment to fostering community and belonging within the organization. Actively promotes an environment where everyone feels respected, appreciated, and included, contributing to a culture of unity and shared purpose.

- Encourages collaboration through respectful interactions, fostering a positive and supportive team environment.
- Acknowledges and celebrates the unique contributions of each team member, reinforcing a culture of appreciation.
- Facilitates or participates in team-building activities that strengthen connections and create a sense of belonging.
- Actively listens to others without judgment, creating a space where different perspectives are valued.
- Mindfully communicates with consideration, fostering a sense of belonging and avoiding unintentional biases to ensure everyone feels acknowledged and valued.



**Phi Nguyen** (Manager) Rated : 3 - 3-Meets Expectations Review : (Test 4.0) FY 2024-2025 Competency Ratings Time : 4/1/2024 12:01 PM

Testing User1 does an excellent job making others feel welcome.

**7. Scroll to the bottom of the page and click “Save and Continue”.**

### Building Relationships

Demonstrates a commitment to fostering community and belonging within the organization. Actively promotes an environment where everyone feels respected, appreciated, and included, contributing to a culture of unity and shared purpose.

- Encourages collaboration through respectful interactions, fostering a positive and supportive team environment.
- Acknowledges and celebrates the unique contributions of each team member, reinforcing a culture of appreciation.
- Facilitates or participates in team-building activities that strengthen connections and create a sense of belonging.
- Actively listens to others without judgment, creating a space where different perspectives are valued.
- Mindfully communicates with consideration, fostering a sense of belonging and avoiding unintentional biases to ensure everyone feels acknowledged and valued.



**Phi Nguyen** (Manager) Rated : 3 - 3-Meets Expectations Review : (Test 4.0) FY 2024-2025 Competency Ratings Time : 4/1/2024 12:01 PM

Testing User1 does an excellent job making others feel welcome.

Back

Save and Exit

Save and Continue



8. Review your overall rating on the Summary page, and then click on “Next”.

## Summary

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

Back

Next

9. 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

Sign

Self

Manual Signature on the printable version

### Comment

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

### Comment

Text input field with rich text toolbar and ABC button.

Toolbar buttons: **B**, *I*, U, **S**, **I<sub>x</sub>**,  $\frac{1}{\text{III}}$ ,  $\frac{\bullet}{\text{III}}$ ,  $\frac{+}{\text{III}}$ ,  $\frac{+}{\text{IV}}$ ,  $\frac{+}{\text{V}}$ , **ABC**.

Text area placeholder: Enter text here.

Buttons at the bottom: **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

**11. You will see a message indicating that the 2024-2025 annual performance review is complete.**



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



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You have completed the 2024-2025 annual performance review.