Performance Planning for Classified Employees

Step 3 – Discussion & Evaluating Supervisor Sign-Off
Access Cornerstone

Log into

Click on “Employee” Tab

Click on “Cornerstone & Training” on upper right of Page
Select Task to Review

Click on Task in Lower Left box of Cornerstone Welcome Page
Discuss Expectations with Employee

This will be a great year

You bet!!

Make sure there is clear understanding and all questions are answered.
The work and behavior expectations can be modified in this Step

Click here to move to the next page
Updated Planning Session

This page is to be left blank.

If the employee changes positions, the review is “re-opened” so that the new supervisor can complete an updated planning session.

Updated Planning Sessions (Optional)

Supervisors: Complete this section if updates to initial planning are necessary.
Employees: Initial and date the fields below to confirm that you have reviewed the changes with your supervisor.
Submit Step 3

Click Here

This box will pop up
Click SUBMIT here
and
Step 3 is Complete!
Workflow for PES Planning

- **Step 1**: Supervisor enters Expectations for Employee
- **Step 2**: 2nd Level Supervisor Reviews & Signs
- **Step 3**: Supervisor Discusses Expectations with Employee & Signs
- **Step 4**: Employee Signs Planning