


Step 2 – Supervisor Review

Select the task from the **Pending Performance Tasks** box of the Cornerstone Welcome Page

Pending Performance Tasks		Due Date
Fiscal Year 23/24 Planning or Rating of Broussard	name	8/9/2023
Fiscal Year 23/24 Planning or Rating o	name	8/14/2023
Fiscal Year 23/24 Planning or Rating o	Name	8/25/2023
Complete FY 24/25 Performance Task for	Name	5/25/2024

**This area contains a maximum of 10 pending tasks. Click on the Performance Reviews icon if you do not see the task you are searching for.

Quick Links



Performance Reviews

Executive Goal Rating

Supervisor selects a rating from the drop-down list for each goal. Best Practice is to provide an explanation of the rating in the Comment box:

The screenshot shows a goal titled "Communicate research, scholarly and creative activity to public audiences" with a progress bar at 0%. The start date is 1/1/2024 and the due date is 12/31/2024. A yellow arrow points to a dropdown menu where "Exceeded" is selected. A grey callout box with the text "Rating and comments from rated employee" has a downward arrow pointing to the comment box. The comment box contains the text: "During the rated period you represented the university with professionalism and knowledge worthy of a rating of 'Exceeded'". A yellow arrow points to the end of this text. The interface also includes a rich text editor toolbar and a comment history section showing a previous comment from "(Self)" dated 4/19/2024.

Executive Competencies

Select a rating for employee's performance over the past fiscal year for each competency. Best Practice is to provide an explanation of the rating in the comment field

The screenshot shows a performance review interface for the competency "Demonstrates Emotional Acuity". The description of the competency is: "Considers and responds appropriately to the needs and feelings of others; understands impact of own behavior; has a realistic understanding of own strengths and development needs; is committed to continuous learning." The weight is set to 8%. A dropdown menu is set to "Advanced", with a yellow arrow pointing to it. A red box with white text "Rating and comments from rated employee" has a red arrow pointing to the "Comments" field. The "Comments" field contains the text: "(Self) Rated : Proficient Review : FY 24/25 Rating and Planning - Executive Level Time : 4/25/2024 2:04 PM". Below the comments is a rich text editor with a toolbar and the following text: "Models openness to feedback and desire for learning new things.", "Exhibits an awareness of capabilities and development needs.", "Demonstrates flexibility and comfort with ambiguity.", and "Recognizes the feelings of others and exhibits appropriate level of composure, patience, and diplomacy." A yellow arrow points to the second line of text in the rich text editor.

****Use Rating of *Not Evaluated* only if the employee has been in the position for 90 days or less**

Goal Planning

Review goals entered by employee; click *more* to see the tasks associated with the goal:

B) Become an institution of choice for new students

New – Please Review

Progress : **0%**

Start Date : 7/1/2023

Due Date : 6/30/2024

[more...](#)

Comments :

Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Font, Size, Text Color, Background Color, Undo, Redo, Cut, Copy, Paste, Link, Unlink, Table, and Table of Contents.

Enter comments, or, select *edit* to remove or add tasks, or, select *delete* to remove entire goal.

B) Become an institution of choice for new students

New – Please Review

Progress : **0%**

Start Date : 7/1/2023

Due Date : 6/30/2024

Perspective : Exceptional Student Experience

Categories :


Weight : 0 %


Tasks	Start Date	Due Date	Weight	Progress
Strategically grow enrollment to 20,000 students	7/1/2023	6/30/2024	25%	0%
Increase student enrollment by targeting in-state, out-of-state, international, online, graduate and non-traditional populations	7/1/2023	6/30/2024	25%	0%
Continue to improve student recruitment and enrollment processes	7/1/2023	6/30/2024	25%	0%
Continue to increase parent engagement	7/1/2023	6/30/2024	25%	0%

[Show Less](#)

The Goals Library is populated with the 23 Key Initiatives of the Strategic Plan. These can be added to the employee’s Goal Planning by clicking Add Goals and selecting from the Library.


FY 24/25 Rating and Planning - Executive Level Options ▾

999892[Vice President, 7/1/2023 - 6/30/2024] 

Goal Planning  Add Goals

Enter goals for the fiscal year (July 1 - June 30)

The **Goals Library**, populated with the 23 Key Initiatives of the strategic plan, is available by selecting "Add Goals" then "Library". Once a Key Initiative is imported, the associated tasks can be modified or deleted.

Create Goals  Library

Enter details or import using the SMART Wizard or the Library.

When a Key Initiative is selected and imported to a review, the corresponding elements will be populated as tasks. The tasks can be modified or deleted as appropriate.

Development Planning


Review entries made by rated employee; objectives can be added and entries can be edited or deleted.

Development Planning

Add Objective

A development plan is a tool for helping individuals improve skills for their current job and acquire knowledge and skills for new roles and responsibilities in the organization.
Use this page to enter what you hope to accomplish this fiscal year for your Professional Development.

attend BOR conference - (Knowledge Development Objective)



Register
Due: 10/17/2025 Category: Influences and Inspires Progress: 0 %

Edit Objective
Delete Objective
Add Training
Add Action Step

Back Save and Exit Save and Continue

Attachments

**Up to 3 attachments can be added to the review by clicking the Options drop-down menu on any page.

Options

- Add Co-Planners
- Attachments
- Complete Offline
- Upload Review
- Print Review
- Print Reviewee Version

Signatures

Check box and click Sign

Employee

Pending Signature

Evaluating Supervisor



I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Comment

The comment editor features a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), and text color (I_x). It also includes icons for bulleted list, numbered list, indent, and outdent, along with an ABC icon. The main text area contains a large, rounded brown box with the text "Enter Overall Comments" in white.

Back

Save and Exit

Submit

When the task is submitted it will be routed to the rated employee for his/her acknowledgement.