Step 2 – Supervisor Review

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

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 23/24 Planning or Rating of Broussard</td>
<td>8/9/2023</td>
</tr>
<tr>
<td>Fiscal Year 23/24 Planning or Rating of</td>
<td>8/14/2023</td>
</tr>
<tr>
<td>Fiscal Year 23/24 Planning or Rating of</td>
<td>8/25/2023</td>
</tr>
</tbody>
</table>

Select **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.**
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:

Rating and comments from rated employee

During the rated period you represented the university with professionalism and knowledge worthy of a rating of "Exceeded"
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.

**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:

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

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.

Attachments

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

Check box and click Sign

Employee
Pending Signature

Rating: Ultimate 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

Enter Overall Comments

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