

Step 3 – Employee Acknowledgement

Select the task from the Pending Performance Task box of the Cornerstone Welcome Page

Pending Performance Tasks	
	Due Date
Your Performance task for FY 24/25	5/14/2024

Review each page of the evaluation. On the Signatures page click on the acknowledgement box then “Sign”:

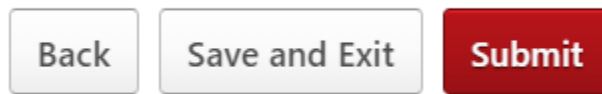
Employee
 I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.



The indicator for the pages will turn red when the page is visited. All indicator (dots) must be red to get the option to submit the review.



Submit the review to complete the task



All previous evaluations can be accessed by selecting the **Performance Reviews** icon from the Welcome Page

