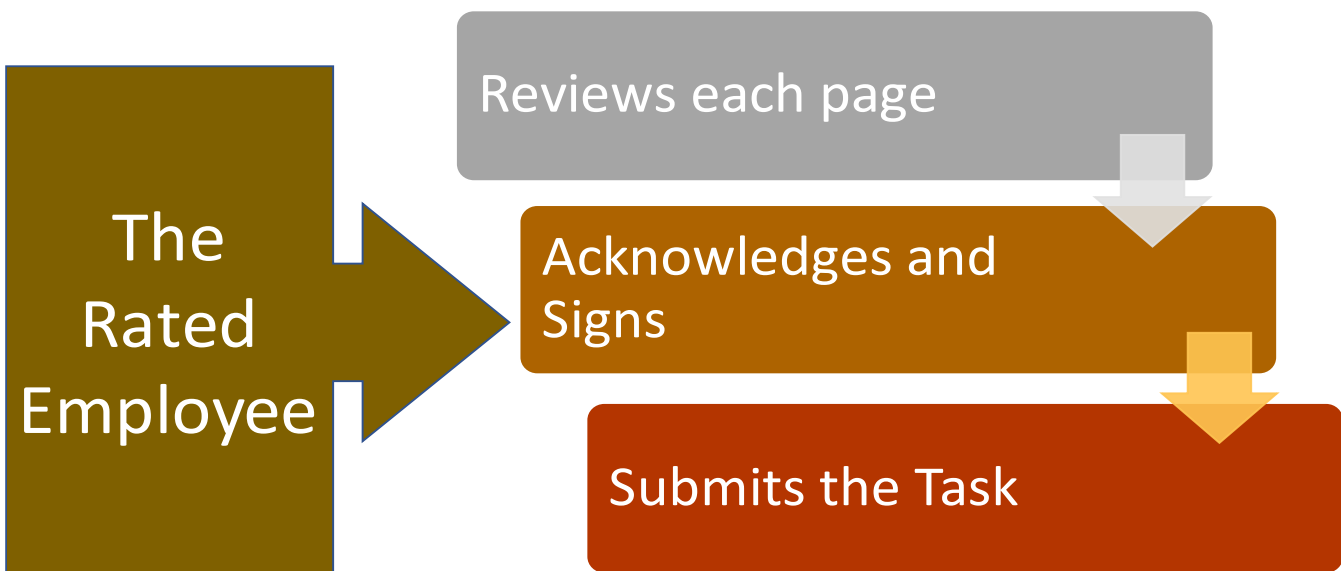


Transition Rating Task

Step 5: Employee Acknowledgement

Open the task from the *Pending Performance Tasks* box on your Cornerstone Welcome Page



No entries are required, however, you must review EACH page. From the Overview page click "Get Started" on the lower right side of the screen. Click "Save and Continue" on each page until you get to the Acknowledgement Page.

By your electronic signature you acknowledge that you have discussed the competencies with this employee and he/she understands the expectations for the review period.

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

Sign

Second Level Evaluator

Manual Signature on the printable version

Comment

B I U S I x [List Icon] [List Icon] [List Icon] [List Icon] ABC

Check Box
Click "Sign"
Then Submit

Back

Save and Exit

Submit

Task Complete!



Once you submit your review the task no longer appears in the "Pending Performance Task" box on your Welcome Page.

