Cornerstone
(Formally CSB)

Training for
CS Employees
What’s Changing?

• No more gummies
• Drop down menu rating instead of sliding scale
  - 1-Unsatisfactory
  - 2-Needs Improvement
  - 3-Achieves Expectations
  - 4-Exceeds Expectations
  - 5-Exceptional
• System is task driven: users will be provided notification when review tasks are due
• Spell check!
• One rating per competency instead of rating each behavior
• Electronic signature instead of paper signature
What’s Staying the Same?

- Reviews will include both goals and competencies by role
- Goals categories:
  - Financial
  - Customer
  - Process
  - People
  - Other
- Mid-year and annual reviews
- Review by multiple levels of leadership/CS-HR
- One-on-one review discussions
- Self-assessment is optional but strongly encouraged
- 360 assessment is optional but strongly encouraged
Cornerstone Training

- How to login to Cornerstone
- How to access features in Cornerstone
- How to view your goals
- How to complete a 360 review of your leader
- How to complete your self assessment
How to login to Cornerstone

Website for Cornerstone is: emory.csod.com

When logging in for the first time use your: NETID and temporary password (P4ssw0rd). Then, you will set your new password.
Cornerstone Training

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NAVIGATION OVERVIEW

Hover Mouse over headings; do not click

Welcome, John!

Action Items:
This section will include items that will include your personal goals. It will also include items that require your action.
Cornerstone Training

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HOW TO VIEW YOUR GOALS

Click: Goals
Cornerstone Training

- How to login to Cornerstone
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- How to complete a 360 review of your leader
- How to complete your self assessment
How to Complete a 360 Review of Your Leader

Step 1: Click “360 review of “Your Leader”

360 Review of Your Leader:

- Step 1: Click “360 review of “Your Leader”
- Step 2: Click “Get Started”
- Step 3: Review Leader’s Competency
- Step 4: Click drop down arrow to select rating
- Step 5: Click in text box & type detailed notes (Repeat Steps 1-5 for each competency)
- Step 6: Click “Submit”
How to Complete a 360 Review of Your Leader:

- Step 1: Click “360 review of “Your Leader”
- Step 2: Click “Get Started”
- Step 3: Review Leader’s Competency
- Step 4: Click drop down arrow to select rating
- Step 5: Click in text box & type detailed notes (Repeat Steps 1-5 for each competency)
- Step 6: Click “Submit”
**How to Complete a 360 Review of Your Leader**

**Step 1:** Click “360 review of “Your Leader”

**Step 2:** Click “Get Started”

**Step 3:** Review leader’s competency

**Step 4:** Click drop down arrow to select rating

**Step 5:** Click in text box & type detailed notes

(Repeat Steps 1-5 for each competency)

**Step 6:** Click “Submit”
HOW TO COMPLETE YOUR SELF ASSESSMENT

Once submitted, review cannot be retrieved.
If not complete, click Cancel to Save and Exit.
Cornerstone Training

How to login to Cornerstone

How to access features in Cornerstone

How to view your goals

How to complete a 360 review of your leader

How to complete your self assessment
How to complete your self assessment

Step 1: Click: “Self Assessment”

Complete your self assessment:

• Step 1: Click “Self Assessment”
• Step 2: Click “Get Started”
• Step 3: Review your goals
• Step 4: Click drop down arrow to select rating
• Step 5: Click in text box & type detailed notes
(Repeat Steps 1-5 for all Goals)
• Step 6: Click “Save & Continue”
• Step 7: Review your competency
• Step 8: Click drop down arrow to select rating
• Step 9: Click in text box & type detailed notes
(Repeat Steps 1-5 for all Goals)
• Step 10: Click “Save and Continue”
Complete your Self Assessment:

- Step 1: Click “Self Assessment”
- Step 2: Click “Get Started”
- Step 3: Review your goals
- Step 4: Click drop down arrow to select rating
- Step 5: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 6: Click “Save & Continue”
- Step 7: Review your competency
- Step 8: Click drop down arrow to select rating
- Step 9: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 10: Click “Save and Continue”
**How to Complete Your Self Assessment**

1. Step 1: Click “Self Assessment”
2. Step 2: Click “Get Started”
3. Step 3: Review your goal details
4. Step 4: Click drop down arrow to select rating
5. Step 5: Click in text box & type detailed notes
6. Step 6: Click “Save & Continue”
7. Step 7: Review your competency
8. Step 8: Click drop down arrow to select rating
9. Step 9: Click in text box & type detailed notes
10. Step 10: Click “Save and Continue” (Repeat Steps 1-5 for all Goals)
HOW TO COMPLETE YOUR SELF ASSESSMENT

Complete your Self Assessment:

- Step 1: Click “Self Assessment”
- Step 2: Click “Get Started”
- Step 3: Review your goals
- Step 4: Click drop down arrow to select rating
- Step 5: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 6: Click “Save & Continue”
- Step 7: Review your competency
- Step 8: Click drop down arrow to select rating
- Step 9: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 10: Click “Save and Continue”
How to Complete Your Self Assessment:

- Step 1: Click “Self Assessment”
- Step 2: Click “Get Started”
- Step 3: Review your goals
- Step 4: Click drop down arrow to select rating
- Step 5: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 6: Click “Save & Continue”
- Step 7: Review your competency
- Step 8: Click drop down arrow to select rating
- Step 9: Click in text box & type detailed notes (Repeat Steps 1-5 for all Goals)
- Step 10: Click “Save and Continue”
How to Complete Your Self Assessment

1. Navigate to the Overall Evaluation Comments section.
2. You may enter additional comments here.
3. Click Submit when complete.

Cornerstone
HOW TO COMPLETE YOUR SELF ASSESSMENT

This is how you scored yourself

Click Submit when complete
HOW TO COMPLETE YOUR SELF ASSESSMENT

Once submitted, review cannot be retrieved.

If not complete, click Cancel to Save and Exit
How to complete your Employee Acknowledgement

Please note: You will not see this page until your leader has completed your evaluation.

Step 1: Click: “Employee Acknowledgement”

Complete your Employee Acknowledgement:

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue”
  (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”
HOW TO COMPLETE YOUR EMPLOYEE ACKNOWLEDGEMENT

Complete your Employee Acknowledgement:

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue”
  (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”
**How to Complete Your Employee Acknowledgement**

**Complete your Employee Acknowledgement:**

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue”
  (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”

**Step 3:** Review overall evaluation comments

**Step 4:** Click NEXT
HOW TO COMPLETE YOUR EMPLOYEE ACKNOWLEDGEMENT

Complete your Employee Acknowledgement:

• Step 1: Click “Employee Acknowledgement”
• Step 2: Click “Get Started”
• Step 3: Review overall evaluation comments
• Step 4: Click NEXT
• Step 5: Scroll through each comment to review
• Step 6: Click “Save & Continue”
  (Repeat Steps 1-6 for all Competencies)
• Step 7: Review overall rating from you and your manager
• Step 8: Click NEXT
• Step 9: Type name in signature box
• Step 10: Click “Submit”
How to Complete Your Employee Acknowledgement:

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue”  
  (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”

Step 6: Click “Save and Continue”
Complete your Employee Acknowledgement:

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue”
  (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”
**How to Complete Your Employee Acknowledgement**

**Complete your Employee Acknowledgement:**

- Step 1: Click “Employee Acknowledgement”
- Step 2: Click “Get Started”
- Step 3: Review overall evaluation comments
- Step 4: Click NEXT
- Step 5: Scroll through each comment to review
- Step 6: Click “Save & Continue” (Repeat Steps 1-6 for all Competencies)
- Step 7: Review overall rating from you and your manager
- Step 8: Click NEXT
- Step 9: Type name in signature box
- Step 10: Click “Submit”

**Please note:** Which ever option you choose to use, this will acknowledge your receipt of your evaluation.
HOW TO COMPLETE YOUR EMPLOYEE ACKNOWLEDGEMENT

Once submitted, review cannot be retrieved.

If not complete, click Cancel to Save and Exit
If you have questions, contact:

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