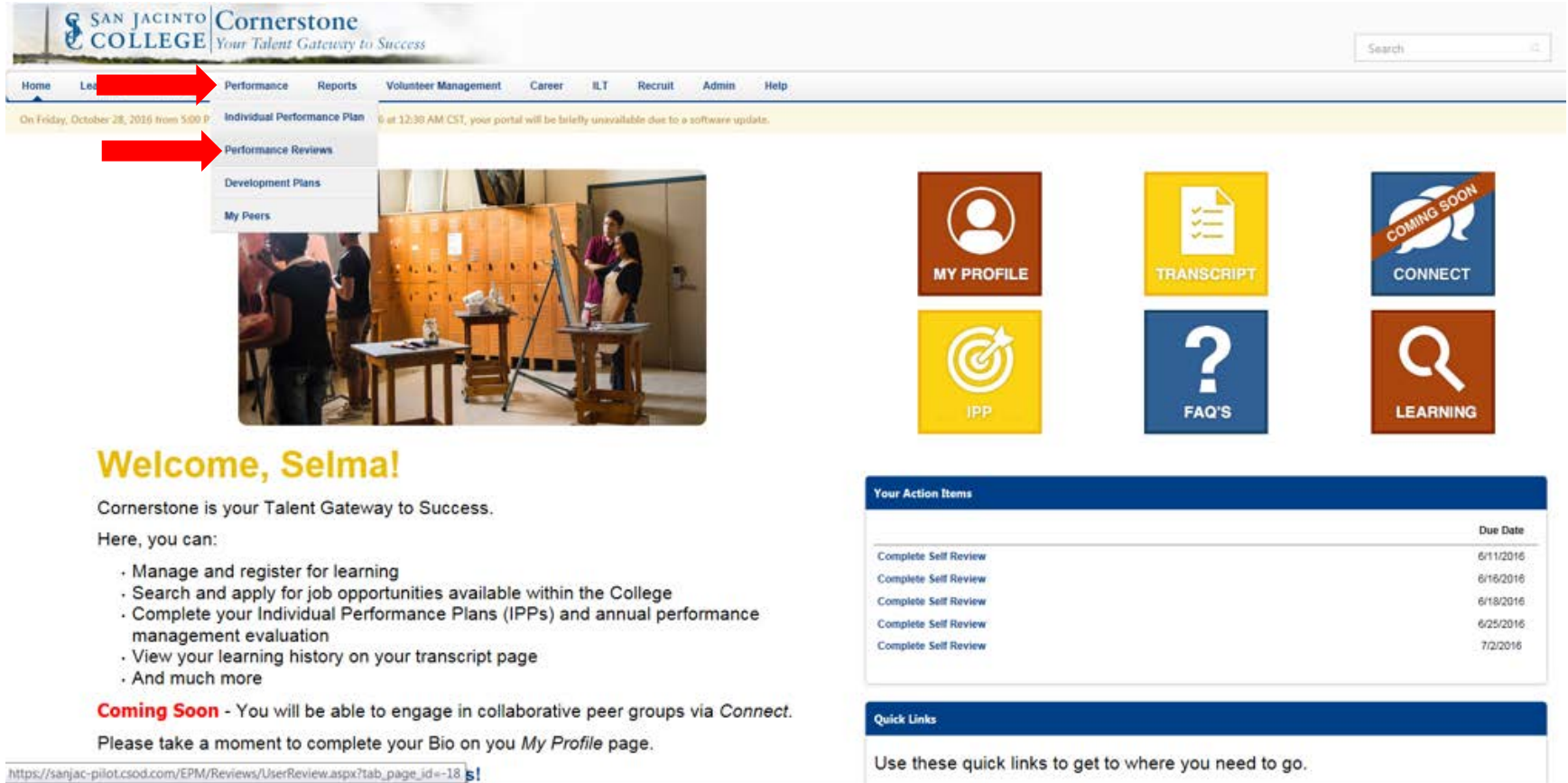


## Year End Performance Evaluation Instructions

1. Log in to Cornerstone. Hover the mouse over *Performance*, and choose *Performance Reviews* from the drop down menu.



The screenshot shows the Cornerstone user interface. At the top left is the San Jacinto College logo and the text "Cornerstone Your Talent Gateway to Success". A search bar is located at the top right. The main navigation menu includes: Home, Log In, Performance, Reports, Volunteer Management, Career, ILT, Recruit, Admin, and Help. A red arrow points to the "Performance" menu item, and another red arrow points to the "Performance Reviews" option in the dropdown menu. Below the navigation menu, there is a banner image showing a group of people in a classroom setting. To the right of the banner are six icons: "MY PROFILE" (person icon), "TRANSCRIPT" (document icon), "CONNECT" (speech bubble icon with "COMING SOON" banner), "IPP" (target icon), "FAQ'S" (question mark icon), and "LEARNING" (magnifying glass icon). Below the icons is a "Your Action Items" section with a table of tasks and due dates. At the bottom right is a "Quick Links" section with the text "Use these quick links to get to where you need to go."

**Welcome, Selma!**

Cornerstone is your Talent Gateway to Success.

Here, you can:

- Manage and register for learning
- Search and apply for job opportunities available within the College
- Complete your Individual Performance Plans (IPPs) and annual performance management evaluation
- View your learning history on your transcript page
- And much more

**Coming Soon** - You will be able to engage in collaborative peer groups via *Connect*.

Please take a moment to complete your Bio on your *My Profile* page.

[https://sanjac-pilot.csod.com/EPM/Reviews/UserReview.aspx?tab\\_page\\_id=18](https://sanjac-pilot.csod.com/EPM/Reviews/UserReview.aspx?tab_page_id=18)

	Due Date
Complete Self Review	6/11/2016
Complete Self Review	6/16/2016
Complete Self Review	6/18/2016
Complete Self Review	6/25/2016
Complete Self Review	7/2/2016

**Quick Links**

Use these quick links to get to where you need to go.

2. Click on *Complete Self Review* in the list. The description will indicate which academic year is being evaluated. On the next page click on *Get Started* at the bottom of the screen.

San Jacinto College Cornerstone  
Your Talent Gateway to Success

Home Learning Connect Performance Reports Volunteer Management Career ILT Recruit Admin Help

On Friday, October 28, 2016 from 5:00 PM CST to Saturday, October 29, 2016 at 12:30 AM CST, your portal will be briefly unavailable due to a software update.

### Performance Review Summary - Selma Hayek

Launch Review

#### Performance Reviews

My Assigned Reviews My Personal Reviews

Title:  Search

Show completed and expired tasks (57 Results) << <

Title	Description	Status	Start Date	Due Date
Complete Self Review	10_5_16_SJC Performance Review Test 2	Incomplete	10/6/2016	10/9/2016
Complete Self Review	10_6_16_SJC Performance Review Test 1	Incomplete	10/6/2016	10/9/2016
Complete Self Review	10_6_16_SJC Performance Review Test 2	Incomplete	10/6/2016	10/9/2016
Complete Self Review	10_11_16_SJC Performance Review Test 2	Incomplete	10/11/2016	10/17/2016
Complete Self Review	10_21_16_SJC Performance Review Test 2	Incomplete	10/21/2016	10/24/2016
Complete Upward Feedback for Your Leader	Upward feedback for leader review	Incomplete	10/5/2016	10/17/2016
Complete Upward Feedback for Your Leader	Upward feedback for leader review	Incomplete	10/14/2016	10/17/2016
Complete Upward Feedback for Your Leader	Upward feedback for leader review	Not Started	10/20/2016	10/26/2016
Complete Upward Feedback Form	This form is for employees to provide upward ...	Incomplete	9/16/2016	10/17/2016
Complete Upward Feedback Form	This form is for employees to provide upward ...	Incomplete	9/16/2016	10/17/2016

Get Started

3. Update each KPI with year-end comments, and then click *Save and Continue*.

Type in your KPI here. ▼

Type in measures here.


**Progress:**  0%






**Status:** Not Started


**Start Date:** 8/18/2016

**Due Date:** 8/1/2017

[more...](#)

**Comments:** 

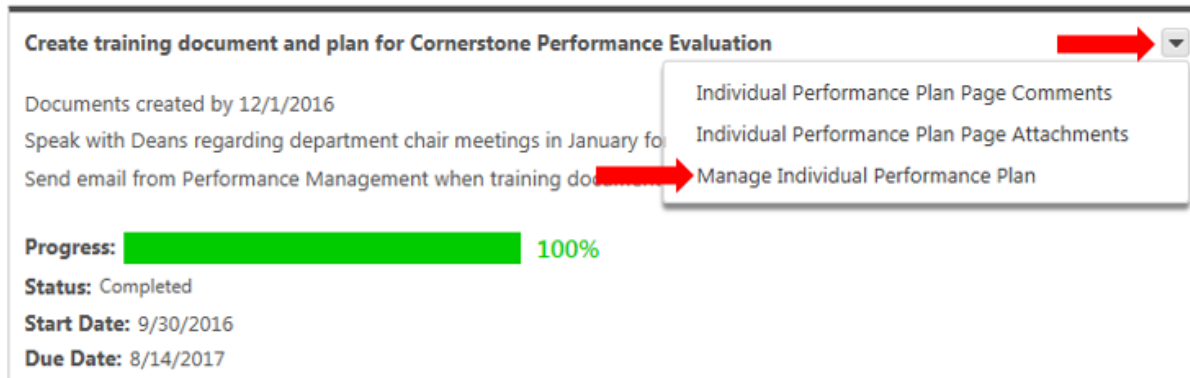
**B I S U**     



4. There are two ways to update the progress for each KPI:

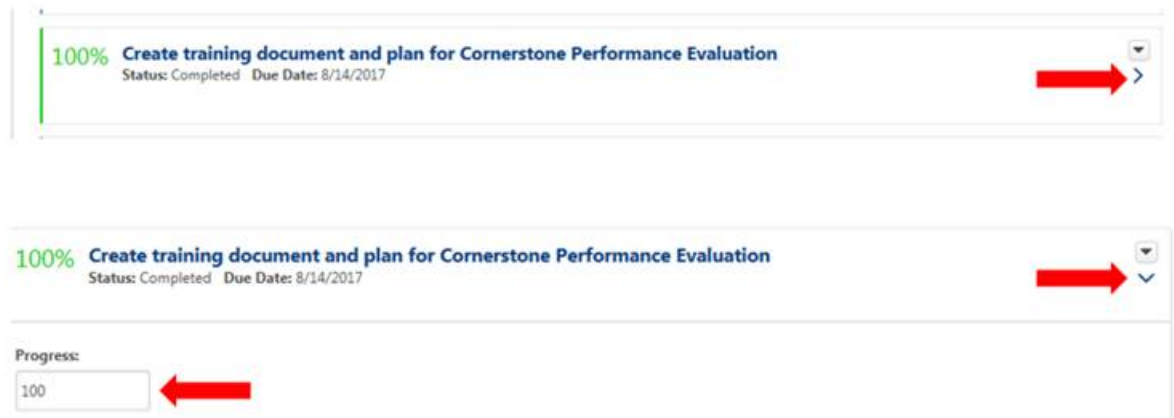
**From the Performance Review:**

- 1) In the Individual Performance Plan section of the review, choose the drop down arrow to the right of the KPI and choose the *Manage Individual Performance Plan* option. This will open the KPI where you can update the progress.



**From the Individual Performance Plan:**

- 1) Choose Individual Performance Plan from the Performance tab on the Home Page to see a list of your KPIs.
- 2) Next to each KPI there are two arrows; choose the bottom arrow to update the progress box.



5. Use the dropdown menu in the Values section to choose a rating for each value. Once you have rated each value, enter comments that support your values ratings (*required*). Then click *Save and Continue*.


The image shows two screenshots of a web application interface. The top screenshot is titled "SJC: Values" and displays a list of values with dropdown menus for rating. The first value is "Accountability: It's Up to Us" with a dropdown menu open showing options: "Select", "Seldom", "Sometimes", "Often" (selected), and "Select". A red arrow points to the "Often" option. Below it is "Diversity: Celebrate the Differences" with a "Select" dropdown. The bottom screenshot is titled "SJC: Values Comments" and shows a text area for providing comments. The text area contains the text "You must put in comments here regarding your values." with a red arrow pointing to the end of the text. Below the text area are "Back" and "Save and Continue" buttons, with a red arrow pointing to the "Save and Continue" button.

6. Select an overall performance rating from the drop down menu, and then provide comments (*required*). Then click *Submit*.

## SJC: Overall Performance Review Rating

Please consider George Clooney 's performance during the past year when responding to the following questions.

**Rate the overall performance based on the requirements on the job description and areas described above.**


Select  \*

- ✓ Select
- Room for Improvement
- Valuable
- Notable

your rating. : \*

ABC ✓

Type in your supporting comments in this box.

Back Save and Exit Save and Continue  Submit

**\*\*\* The remaining slides pertain to leaders \*\*\***



1. From the Performance Review Summary screen, click on *Complete Manager Review of (name)*. The description will indicate which academic year is being evaluated. On the next page, click on *Get Started* at the bottom of the screen.

San Jacinto College Cornerstone  
Your Talent Gateway to Success

Home Learning Connect Performance Reports Volunteer Management Career ILT Recruit Admin Help

On Friday, October 28, 2016 from 5:00 PM CST to Saturday, October 29, 2016 at 12:30 AM CST, your portal will be briefly unavailable due to a software update.

### Performance Review Summary - Vickie Del Bello

Launch Review

Performance Reviews

My Assigned Reviews My Personal Reviews

Title:  Search

Show completed and expired tasks

(97 Results) << 1 2 3 >>

Title	Description	Status	Start Date	Due Date
Complete Manager Review of Selma Hayek	8_11_16_SJC Performance Review Test 8	Incomplete	8/15/2016	8/18/2016
Complete Manager Review of Selma Hayek	8_25_16_SJC Performance Review Test 8	Incomplete	8/26/2016	8/29/2016
Complete Manager Review of Selma Hayek	10_21_16_SJC Performance Review Test 1	Not Started	10/25/2016	10/28/2016
Complete Manager Review of ServiceTech Admin	SJC Performance Review Test_JS Designed to j...	Incomplete	7/6/2016	7/7/2016
Complete Self Review	SJC Performance Review Test 22_JS Designed t...	Incomplete	6/24/2016	6/25/2016
Complete Self Review	IPP Test - VDB	Incomplete	6/28/2016	6/30/2016
Complete Self Review	SJC Performance Review Test_JS Designed to j...	Incomplete	7/6/2016	7/7/2016
Complete Self Review	SJC Performance Review Test_JS Designed to j...	Incomplete	7/6/2016	7/7/2016
Complete Self Review	7_13_16_SJC Performance Review Test	Incomplete	7/15/2016	7/18/2016


Get Started

2. Update each KPI with year-end comments, and then click *Save and Continue*.

## SJC: IPP

**Campus Presence** ▼

Increase my presence on South campus.

**Progress:**  **75%**

**Status:** In Progress



**Start Date:** 9/1/2015


**Due Date:** 8/31/2016

more...

**Comments:**

**Selma Hayek** (Self) Review: 10\_21\_16\_SJC Performance Review Test 1 Time: 10/25/2016 8:30 AM  
End of year comments go here. Remember to comment on each KPI.

**B I S U**  

The leader types in their end of year comments for each 



- Use the dropdown menu in the Values section to choose a rating for each value. Once you have rated each value, enter comments that support your values ratings (*required*). Then click *Save and Continue*.


The image shows two screenshots of a web application interface. The top screenshot is titled "SJC: Values" and displays a list of values with dropdown menus for rating. The first value is "Accountability: It's Up to Us" with a dropdown menu open showing options: "Often" (selected), "Seldom", "Sometimes", and "Together". A red arrow points to the "Often" option. Below it is "Diversity: Celebrate the Differences" with a "Select" dropdown. The bottom screenshot is titled "SJC: Values Comments" and shows a text area for providing comments. The text area contains the text "You must put in comments here regarding your values." with a red arrow pointing to it. Below the text area are "Back" and "Save and Continue" buttons, with a red arrow pointing to the "Save and Continue" button.

- 4. Select an overall performance rating from the drop down menu, and then provide comments (*required*). Then click *Submit*.

## SJC: Overall Performance Review Rating

Please consider George Clooney 's performance during the past year when responding to the following questions.

Rate the overall performance based on the requirements on the job description and areas described above.

Valuable \*

- Select
- Room for Improvement
- ✓ Valuable
- Notable

Type in your rating. : \*

Review: 10\_21\_16\_SJC Performance Review Test 1 Time: 10/25/2016 1:42 PM

Type in your supporting comments in this box.

Type in your comments here.

Back Save and Exit Save and C  Submit

5. In the case you have to return a Performance Review to an employee, select *Reopen Step*. This will return the Review to the employee.

The screenshot displays a performance review interface for '02\_22\_17\_SJC\_Performance Review CF FINAL'. On the left, a navigation sidebar lists steps: Overview, Individual Performance, Values, Values Comments, Overall Performance Review, Summary, Validation Comments, and Annual - Sign Off Section. The main area shows a '25%' progress indicator and an 'Overview' section titled 'Review Step Progression'. The steps listed are: Self Review (checked), Manager Review (checked, due 2/23/2017), HR Calibration, Manager Sign Off and Validation Comments, and Employee Sign Off. At the bottom right, a red arrow points to the 'Reopen Step' button, next to a 'Get Started' button.

6. Click *Submit*, unless you want to make changes. To make changes, click *Cancel*.

