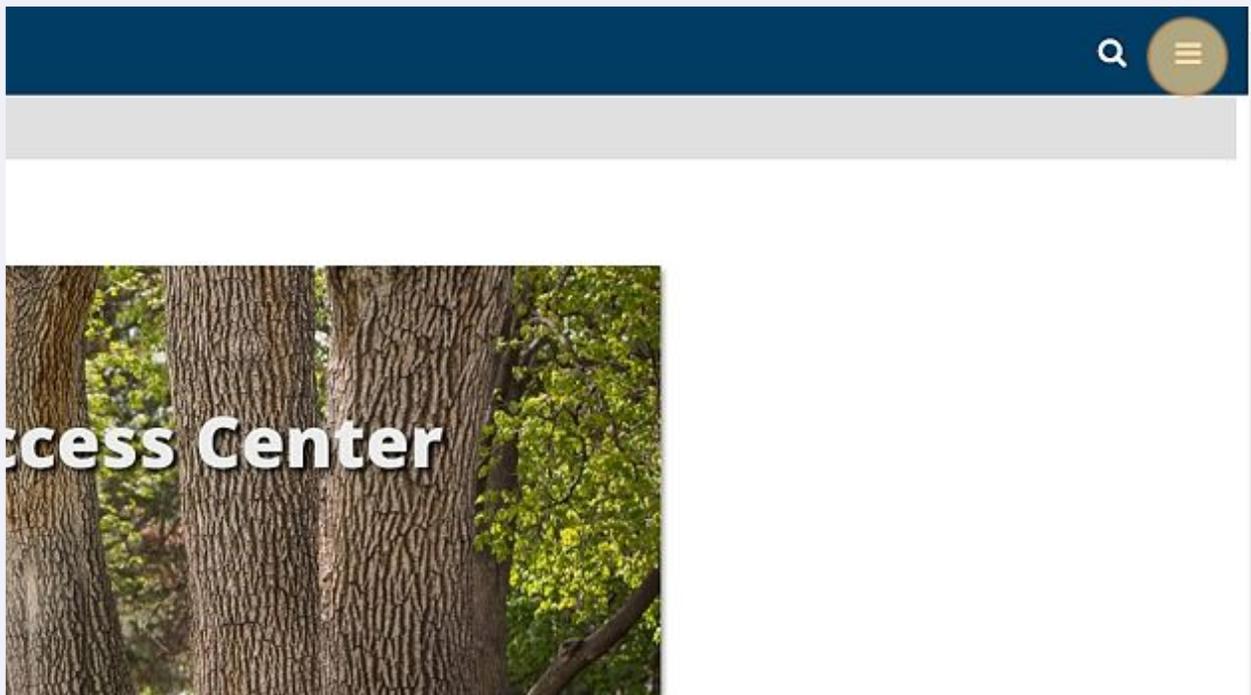


Cornerstone - Accessing Completed Reviews

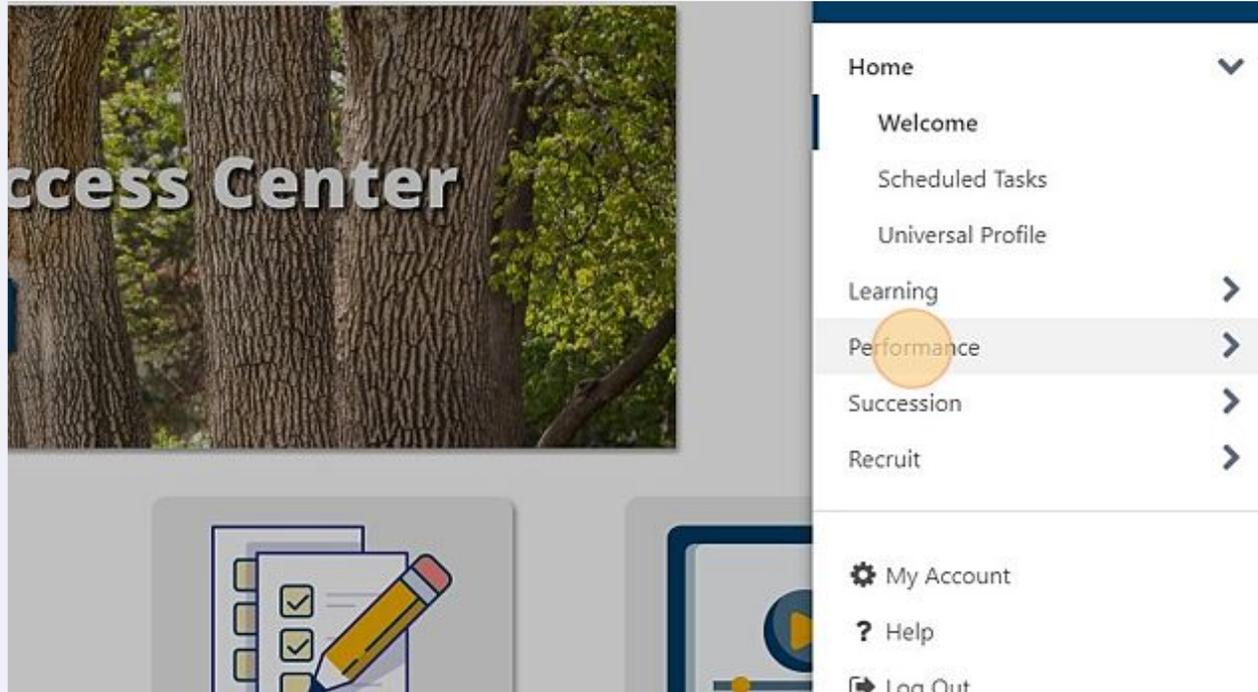


1 Navigate to cornerstone.unco.edu

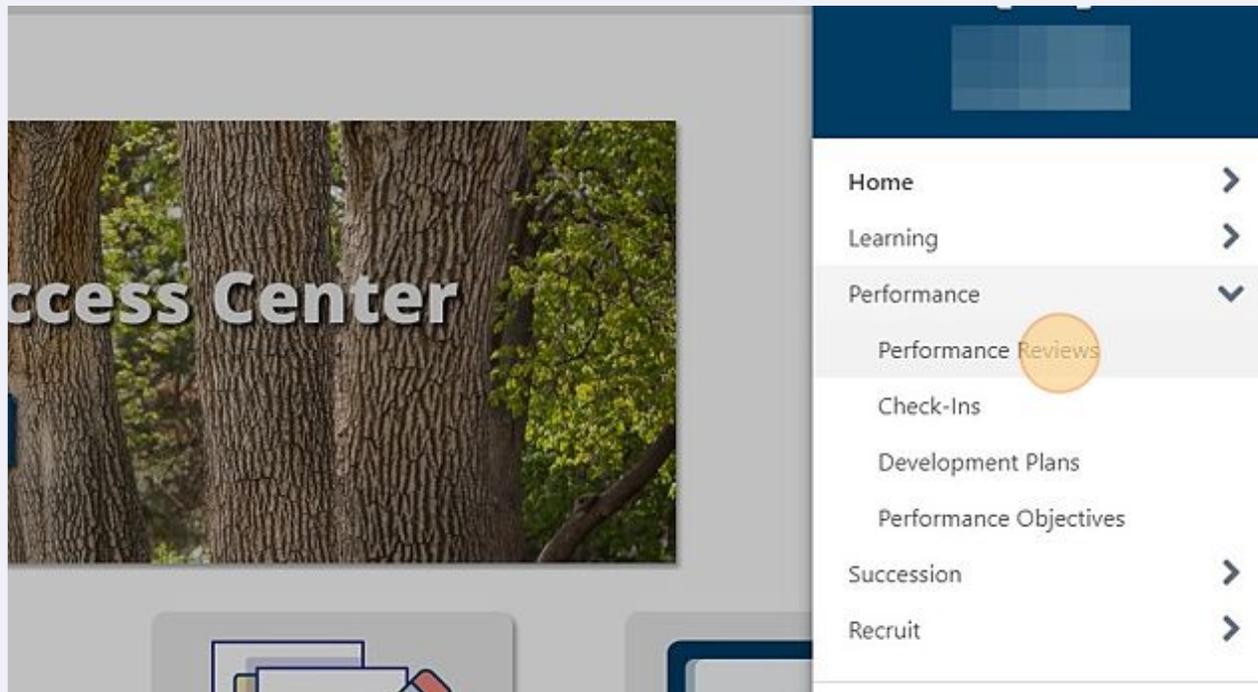
2 Click dropdown menu (top right corner).



3 Click "Performance"



4 Click "Performance Reviews"



5 Click the "Completed" field.

Launch Review

My Assigned Reviews My Personal Reviews

Search

Filter: Not Started In Progress Completed Incomplete Expired

Review Item	Description
Complete the Mid-Year Supervisor Review	This is the template for FY23 mid-year evaluation
Complete your Mid-Year Self Review	This is the template for FY23 mid-year evaluation



The "completed" check box isn't marked by default because it will eventually show all completed reviews, spanning multiple years.

6 Choose the completed report you'd like to view.

My Assigned Reviews My Personal Reviews

Search

Status: Not Started In Progress Completed Incomplete Expired

Review	Description
Complete the Mid-Year Supervisor Review of Human Resources	This is the template for FY23 mid-year evaluation:
Complete the Mid-Year Supervisor Review of OD Training	This is the template for FY23 mid-year evaluation:
Complete your Mid-Year Self Review	This is the template for FY23 mid-year evaluation:
Complete FY23 Employee Success Plan	The Employee Success Plan is a tool to consistent



Note: once the review period has ended and both the supervisor and employee have electronically signed, the review will download as a PDF.