

# Print an Employee's Appraisal (Supervisors Only)

1. Once logged in to Cornerstone, hover (do not click) on **Performance**. Click **Performance Reviews**.

Collin College Applicant Tracking System

Human Resources' mission is to provide quality benefits and services to attract, develop, motivate and retain a diverse workforce in support of our mission and core values of Collin College.

Should you require any additional information or assistance, please contact our Human Resources Department at (972) 985-3783 or send an email to [employment@collin.edu](mailto:employment@collin.edu).

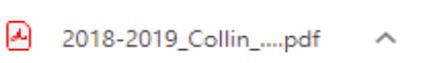
2. Click the **My Assigned Reviews** tab. Check the box to **Show Completed and Expired Tasks**. Under the **Status** column, you can see if a review is not started, in progress, completed, or expired.

Title	Description	Status	Start Date	Due Date
Review Name: Employee Name		Expired	4/2/2019	4/4/2019
Review Name: Employee Name		Completed	4/3/2019	4/5/2019

3. Click the **Review Name** to launch a review.

Title	Description	Status	Start Date	Due Date
Review Name: Employee Name		Expired	4/2/2019	4/4/2019
Review Name: Employee Name		Completed	4/3/2019	4/5/2019

- 4A. If a review is complete, a PDF will be generated when you click the **Review Name** (the PDF will take a moment to load). It will appear at the bottom of your screen. You can save or print this document.



- 4B. If a review is still in progress, from the **Overview** page, you'll need to click the **Options** button and select **Print Review**.

Performance Review Title

Employee Name  
Employee Position  
Review Dates

Options

- Attachments
- Print Review
- Print Reviewee Version

0%

Overview

# Print Your Appraisal (All Employees)

1. Once logged in to Cornerstone, hover (do not click) on **Performance**. Click **Performance Reviews**.

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2. Click the **My Personal Reviews** tab. Under the **Task Status** column, you can see if your personal reviews are in progress, completed, or expired.

Review	Review Period	Start Date	Completion Date	Task Status	Rating	Attachments
Review Name	9/1/2018 - 8/31/2019			Complete		
Review Name	9/1/2019 - 8/31/2020			Complete		

3. Click the **Review Name** to launch a review.

Review	Review Period	Start Date	Completion Date	Task Status	Rating	Attachments
Review Name	9/1/2018 - 8/31/2019			Complete		
Review Name	9/1/2019 - 8/31/2020			Complete		

4A. If a review is complete, a PDF will be generated when you click the **Review Name** (the PDF will take a moment to load). It will appear at the bottom of your screen. You can save or print this document.

2018-2019\_Collin\_....pdf

4B. If your review is still in progress, from the **Overview** page, you'll need to click the **Options** button and select **Print Review**. To view, save, and print attachments, click **Attachments** (attachments do not print in the review).

Performance Review Title

Employee Name  
Employee Position  
Review Dates

Options

Attachments

Print Review

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Overview

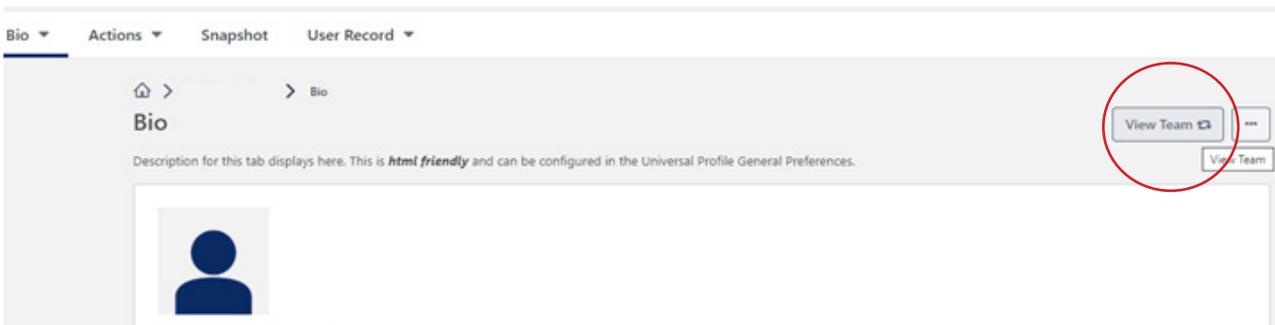
# Review Appraisals in Your Chain of Command (Supervisors Only)

The ability to review appraisals is available only within a supervisor's organizational chart. Supervisors can look only at those below them in their chains of command. Security is in place to protect the privacy of employee performance appraisals.

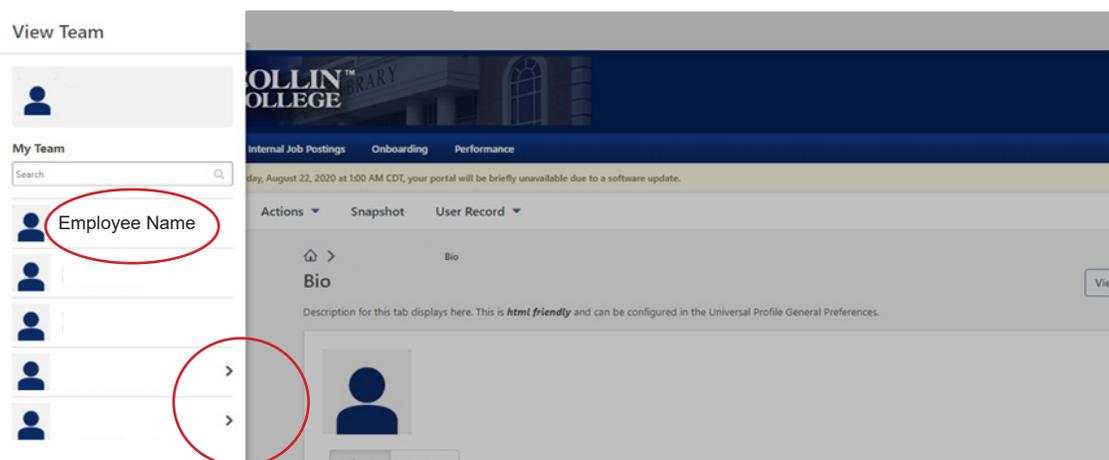
1. From the home page of Cornerstone, hover over the **Home** menu item on the far left and click on the **Universal Profile** selection at the bottom of the list.



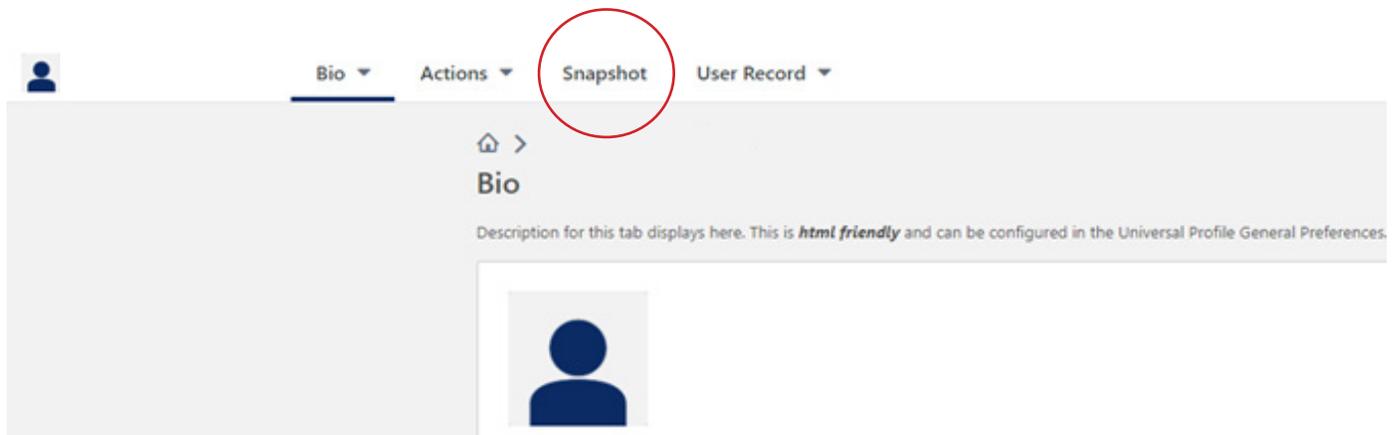
2. Click the **View Team** button.



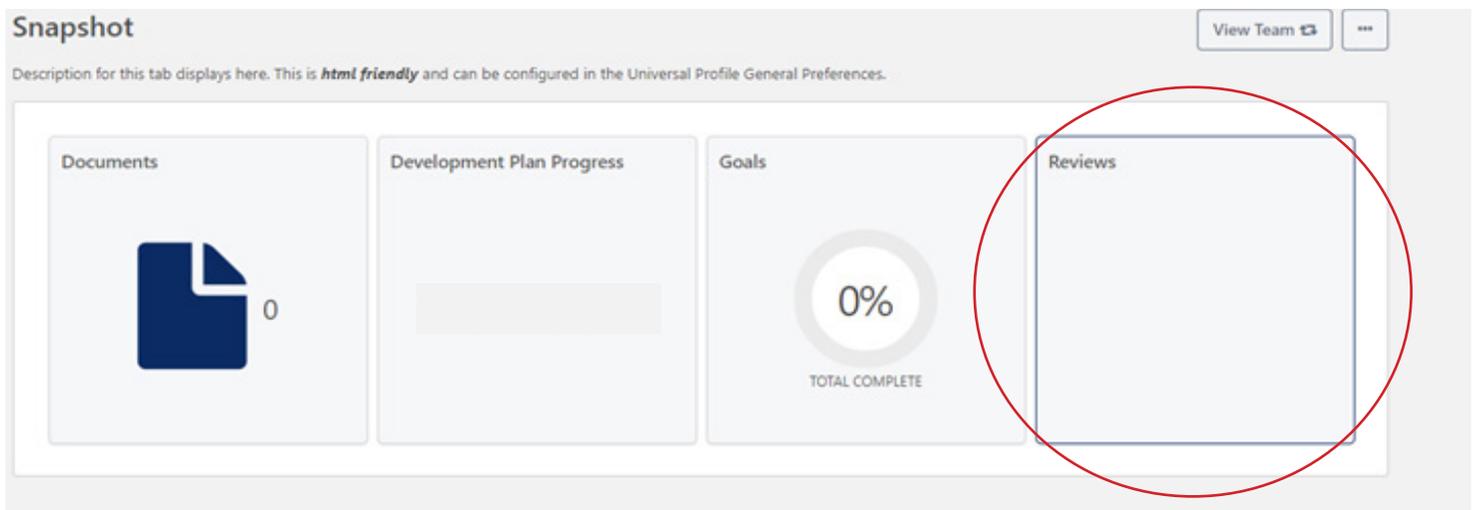
3. Your direct reports will appear on the right. Those with an arrow (>) next to their names have employees reporting to them. Click the arrow (>) to access those employees' information. Click on the **Employee's Name**.



4. The **Bio** screen will update with the employee's details. Click the **Snapshot** tab.



5. To look at reviews, click the **Reviews** box.



5. A PDF will be generated when you click the **Review Name** (the PDF will take a moment to load). It will appear at the bottom of your screen. You can save or print this document.

