1. Go to [W&M] Cornerstone website: cornerstone.wm.edu

2. Log in using your W&M network credentials

3. On the Welcome Page, click on the My Tasks box.
Employee Review

4. After your review has been completed by your manager, you will be able to access your review, read it, and see your overall rating. You can read it online or print a paper copy.

Note: In Cornerstone, Supervisor = Manager.

5. To print a paper copy, click on Options and select Print Review from the drop-down menu.
6. When you are finished reading your review, be sure to log out using the gear box icon in the upper right corner of the screen. It is important that you do **not** click on the x to exit.
Employee Review

7. After meeting with your supervisor (called a manager in the W&M Cornerstone system), log back into the system. You have the opportunity to write additional comments and electronically sign your review by typing your name in the text box.

TIP: Note instructions for signing your review.

TIP: You will also have the option to click a box if you want to Decline to sign.

There is no need to maintain a paper copy of your review. Signatures will be digital and the evaluation available in the system. Log out using the gear icon in the upper right corner of the screen (see previous page).