Employee Self Assessment

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 Self-Assessment

3. Click on the link for your Performance Review (Note: If you don’t see your review listed, click on the “Show completed and expired tasks” box and it will appear.)
Employee Self-Assessment

4. You will see this page. The Self-Assessment contains five (5) parts that are listed in the box to the left. Click on the **Get Started** button to begin. It will be in the lower right corner of the screen.

**TIP:** Instructions are on the Overview page.

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**Employee Self-Assessment**

**Performance Evaluation**

**Overview**

Performance Evaluation for Classified & Operational Employees

The performance evaluation should reflect the performance during the entire performance year of October 25, 2015 through October 24, 2016.

**Employee Instructions:** Complete the self-assessment of your job performance during the performance year for your supervisor to consider.

**Manager/Supervisor Instructions:** Review all documentation from the performance year including notes, interim evaluations and any memorandum or other documentation related to the employee’s performance or behavior.

**Reviewer Instructions:** The review process is intended to ensure that the Performance Planning & Evaluation Policy is applied appropriately and consistently. The reviewer should review and approve the evaluation before it is discussed with the employee. A Reviewer may consult with the manager or supervisor to clarify any questions about the evaluation. The Reviewer Feedback section is available for this purpose.

To Reopen the evaluation to the manager or supervisor, follow these steps after providing comments in the Reviewer Feedback section:

1. Select the Overview section from the left hand menu.
2. Scroll to the bottom of the screen to select “Reopen Step”.
3. A window will open allowing you to choose to reopen the evaluation to the Manager.
4. Include any additional comments (optional) and choose “Save”.
5. The manager or supervisor will be notified by email that you have reopened the evaluation to them. After review of your comments, the manager or supervisor can adjust the evaluation and submit it to you for your review and approval.
6. To log out, click on the “gear” icon located in the upper right hand corner of your screen.

**Note to all users - to begin scroll down to the bottom of the screen and click the “Get Started” button.**
5. For each of the Core Competencies, select a rating. You can also add a comment. Rate yourself on all six. When you finished all six, select **Save and Continue** to go to the next part of the Self Assessment.

**TIP:** Ratings are required, but typing a comment is optional.
Employee Self-Assessment

If you forget what the ratings mean, click on the little question icon and a full description will appear.

**TIP:** Note that our ratings are changing to updated terms.
6. The next section allows you to comment on your Development, Learning Goals, and Achievements. When you are finished with this screen, go to the next section by selecting **Save and Continue**.
7. The Employee Comments text box allows you to record additional information for your supervisor to consider. When you are finished with this screen, go to the next section by selecting **Save and Continue**.
Employee Self-Assessment

8a. Click on the link for your Performance Review (Note: If you don’t see your review listed, click on the “Show completed and expired tasks” box and it will appear.)
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8b. A pop-up box will appear asking if you are sure you want to submit. Once you submit your Self-Assessment, you cannot edit it.

9a. Note the instructions for logging out of the Self-Assessment.

Questions? askHR@wm.edu
10. Locate the gear box in the upper right hand corner of the screen. Click on it to find the Log Out link. Click on Log Out.