

## HOW TO AWARD FEEDBACK, BADGES AND A COUGAR PAWS

Recognize an accomplishment or contribution made by a fellow employee by sending feedback through Cornerstone. You can send positive feedback and award a badge. Badges that align with the core college competencies are called a “Cougar Paws.” We celebrate feedback recipients several times a year with a themed gathering that features a college department.

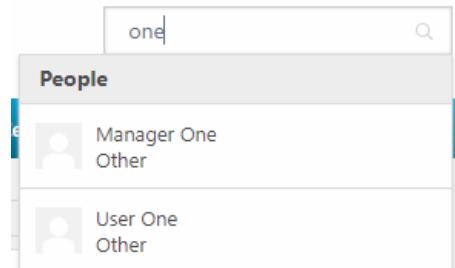
Peer-to-peer recognition can be powerful. It promotes team spirit, motivates employees to do great work, and promotes openness and transparency. Recognized employees will receive e-mail notice, copied to their manager, directing them to go to the Feedback section of their Cornerstone Universal Profile to read the recognition.

### Awarding Feedback and Badges

Log in to Cornerstone at [cornerstone.cscc.edu](http://cornerstone.cscc.edu). Select “Production (Live)” and enter your **full email address** and password.

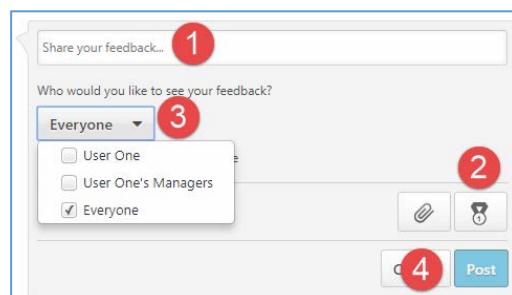
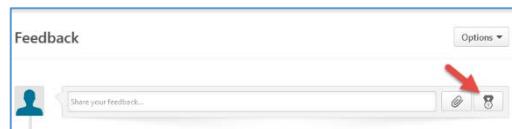


Enter an employee’s name in the search field at the top right corner of Cornerstone. Select the employee you want to award to be taken that employee’s profile page.



On the employee’s Universal Profile, click on the “Feedback” link

1. Enter your feedback in the “share your feedback” box.  
To add a badge:
  2. Click the badge icon and select the appropriate badge.
  3. Choose to share with just the person, the person’s manager, or all. We recommend that positive feedback be shared with all.
  4. Click on Post to share the feedback. An email notice will be sent to the recipient and his or her manager.



You can also add an attachment to feedback by selecting the paper clip icon. You cannot, however, add both an attachment and a badge.

## Viewing Feedback You Receive

Awardees will receive an email similar to the following:

Congratulations (Employee Name)!

(Feedback Provider Name) has given you a Cougar Paw or other badge in Cornerstone! Badges are employee to employee recognition for exemplary work and work that fulfills college priorities. "Cougar Paws" badges are awarded for demonstrating one of the College's core employee competencies.

You were awarded a Leadership badge!

To view the message that came with this badge:

- Log into [Cornerstone](#) (choose "Cornerstone Production" from the menu) using your full email address and password.
- On the Welcome page, hover your mouse over the Home tab and selecting "Universal Profile."
- Click "Feedback" located at the top of your profile page.

Badge recipients are recognized in the Update newsletter and a recognition event each semester.

Thank you for contributing to employees', students' and the college's success!

Cheers!

Human Resources

Go to your or any other employee's Profile and select Feedback. All feedback you are permitted to view will be listed. The system also award goal badges when employees have completed goals. You can add to and reply to comments in the feedback comment thread.

For those employees using Cornerstone for Performance Reviews, your feedback is also viewable from within your performance review under the Options menu at the top of the review

The screenshot shows a user interface for viewing feedback. At the top, there is a search bar labeled "Share your feedback..." and two checked checkboxes: "Feedback" and "Badges". Below this, there are three notifications, each represented by a large black paw print icon on the left. Each notification contains a small profile picture, the recipient's name, the badge name, a brief description of the recognition, and a timestamp. There are also "Share feedback with: Everyone..." buttons and close (X) buttons for each notification.

- COLLABORATION**  
has received a badge from [REDACTED]  
I would like to thank [REDACTED] on his continued support in assisting me with the many questions I have in regards to HR processes. He is never to busy to answer the phone and to help.  
2/18/2018 8:24 AM - Everyone
- CUSTOMER FOCUS**  
has received a badge from [REDACTED]  
Thanks for your help with our employee-turned-student issue. You make this College a better place and a better experience for all our community.  
2/9/2018 11:27 AM - Everyone
- PROFESSIONALISM**  
has received a badge from [REDACTED]  
I would like to thank Keith on training me on his job duties in order to assist me in my knowledge of our processes and to create quick guides for the department. Keith is always willing to answer the many questions I ask of him day in and day out. Keith is truly a team player and is very helpful to the success of our workplace. He is also a team player and is willing to help in the success of our workplace.