

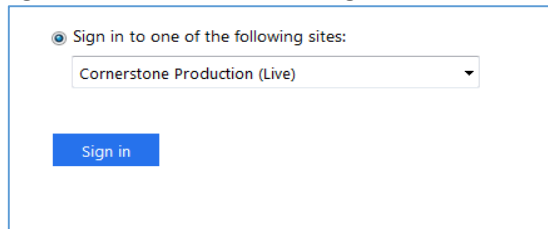


myPLAN – EMPLOYEE (REVIEWEE)

Sharing Kudos (CougarPaws)

Revision Date: 10/13/2015

Login to Cornerstone by accessing the following URL: <http://cornerstone.csc.edu>
 Select “Sign in to one of the following sites:” and “Cornerstone Production (Live)” from the drop down.



Sign in to one of the following sites:

Cornerstone Production (Live)

Sign in

Type in your CSCC network login information when prompted (i.e. Username@csc.edu, network password)
 When the user is logged in, a Welcome message appears below the banner.

Recognizing a Co-Worker (Creating a Cougar Paw)

From the Welcome page of Cornerstone, enter the employee’s name in the Search field at the top right corner of the page.



COLUMBUS STATE
COMMUNITY COLLEGE

Home Performance Reports Admin Recruit Career Center Help Resources Center

On Friday, September 11, 2013 from 8:30 PM EST to 10:30 PM EST, your portal will be briefly unavailable due to a software update.

Welcome, Lori, to your personalized career center.

Your Inbox
View transcript
(0 approved training selection(s))
(0 unapproved for 0 broken status/total(s))

Welcome to Cornerstone On Demand, the college's new applicant tracking and talent management system replacing COOL/PeopleAdmin. You can apply for new jobs at Columbus State from here - your own Career Site Welcome Page - by clicking on the Career Center under the main menu.

This fall we will transition our Performance Management process to Cornerstone. Similar to the applicant tracking module.

Internal Job Search
Only include Open Jobs Search

Peer-to-Peer Recognition

Employees have an opportunity to recognize an accomplishment or contribution made by a fellow employee by sending a badge or “Cougar Paw” from myPLAN.

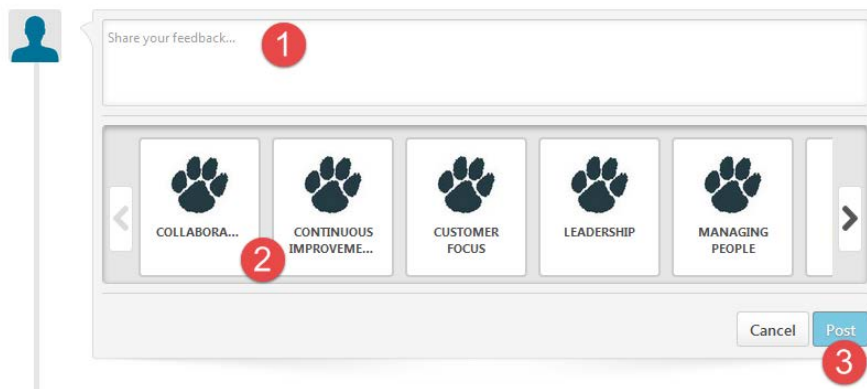
Peer-to-peer recognition has many benefits: It instills a sense of team spirit, motivates employees to do great work, and promotes openness and transparency. And recognition from peers can have a very powerful impact!

Recognized employees receive e-mail notification and can view the recognition from their Universal Profile.

From the employee's Universal Profile, click on the "Feedback" link from the list.
Click on the "badge" icon.



Enter information:



Badges ("Cougar Paws") are based on the 7 core competencies:

- Collaboration
- Continuous Improvement
- Customer Focus
- Leadership
- Managing People
- Managing Work
- Professionalism

1. Enter your comment in the "share your feedback" box.
2. Select the appropriate competency badge.
3. Click on Post to share the badge. An email notification is sent to the recipient and his or her manager.

Viewing Cougar Paws

From Universal Profile, click on the “Feedback” link from the list:

The screenshot displays a user interface for viewing feedback. On the left is a sidebar for 'User Four' (Adjunct/Non-C...) with options for Bio, Feedback, and Actions. The main content area is titled 'Feedback' and includes an 'Options' dropdown. Below the header is a 'Share your feedback...' input field with attachment and badge icons. A notification section shows 'User Four' has received a badge from 'User Three' for 'CONTINUOUS IMPROVEMENT'. The badge description reads: 'User Three The data you collected on students self-reported study habits really helped us gain insight into which students ar emost likely to succeed. 6/12/2015 9:44 AM - Everyone'. A callout bubble points to this notification with the text 'View recognition received from others!'. At the bottom is another 'Share your feedback with everyone...' input field.