

	Online	Employee		<ul style="list-style-type: none"> <li>Log into Cornerstone (<a href="https://dallasisd.csod.com">https://dallasisd.csod.com</a>)</li> <li>Complete and Submit the assigned Goal-Setting task</li> </ul>	Employee completes goal entry before appraiser has action to take online.
	Online and Face-to-Face or Virtual	Appraiser		<ul style="list-style-type: none"> <li>Schedule and hold the Goal-Setting conference to discuss job responsibilities, expectations, and goals</li> <li>Log into Cornerstone (<a href="https://dallasisd.csod.com">https://dallasisd.csod.com</a>)</li> <li>Complete and Submit the Goal-Setting Acknowledgement for (EMPLOYEE NAME) task</li> </ul>	Appraiser receives email notification when the employee has submitted goals for approval.
				<ul style="list-style-type: none"> <li>Log into Cornerstone (</li> </ul>	
*	Online and Face-to-Face or Virtual	Appraiser	<i>or prior to last day of 2024-2025 work calendar</i>	<ul style="list-style-type: none"> <li>Log into Cornerstone (<a href="https://dallasisd.csod.com">https://dallasisd.csod.com</a>)</li> <li>Complete the assigned End of Year Review and End of Year Conference Acknowledgment for (EMPLOYEE NAME) task;</li> <li>Schedule and hold the End-of-Year Review conference</li> <li>Log into Cornerstone (<a href="https://dallasisd.csod.com">https://dallasisd.csod.com</a>) and the review.</li> </ul>	<p>Appraiser receives an email notification that summative reviews are available on May 1. Summative window is wide to allow for a variety of work calendars.</p> <p><b><i>Appraiser has no additional required action to take after submitting the summative review online.</i></b></p>
	Online	Employee		<ul style="list-style-type: none"> <li>Log into Cornerstone to electronically sign End of Year review and submit comments**</li> </ul>	Employee receives email notification when the appraiser has submitted the evaluation.