myPLAN – EMPLOYEE (REVIEWEE)

Sharing Kudos (CougarPaws)

Revision Date: 10/13/2015
Login to Cornerstone by accessing the following URL: [http://cornerstone.cscc.edu](http://cornerstone.cscc.edu)
Select “Sign in to one of the following sites:” and “Cornerstone Production (Live)” from the drop down.

Type in your CSCC network login information when prompted (i.e. Username@cscc.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.

**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: