

Participating in the Performance Review Cycle

Questions?
Please call x63343

Steps Required to Complete a Review

- ☐ You will receive an email when an employee completes their self-assessment.
Rate your employee against all performance competencies in LearningEdge.
- ☐ Save your leader-assessment.
- ☐ Meet face-to-face with the employee to discuss their performance.
- ☐ Make any edits to the review.
- ☐ Finalize the review.

Important Information:

Please note that the **comment section in each competency is a required field**. The Next button for submission will only be activated once the ratings and comments sections are completed.



There will be alerts in OneLink for Probationary and Performance Reviews.

The Probationary alerts will be removed once the probation period has ended.

A Performance Review certification will also appear in the employee's Current Learning.

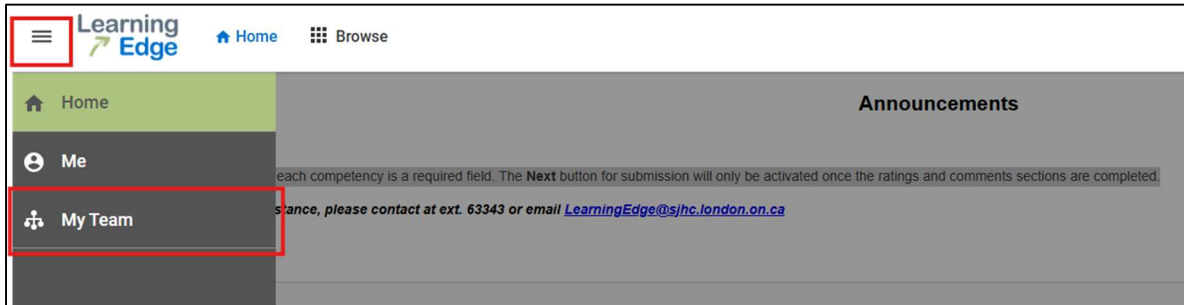
Both the certification and OneLink alerts will be removed once the review has been finalized.

Performance Reviews Requiring Action Are Displayed in OneLink

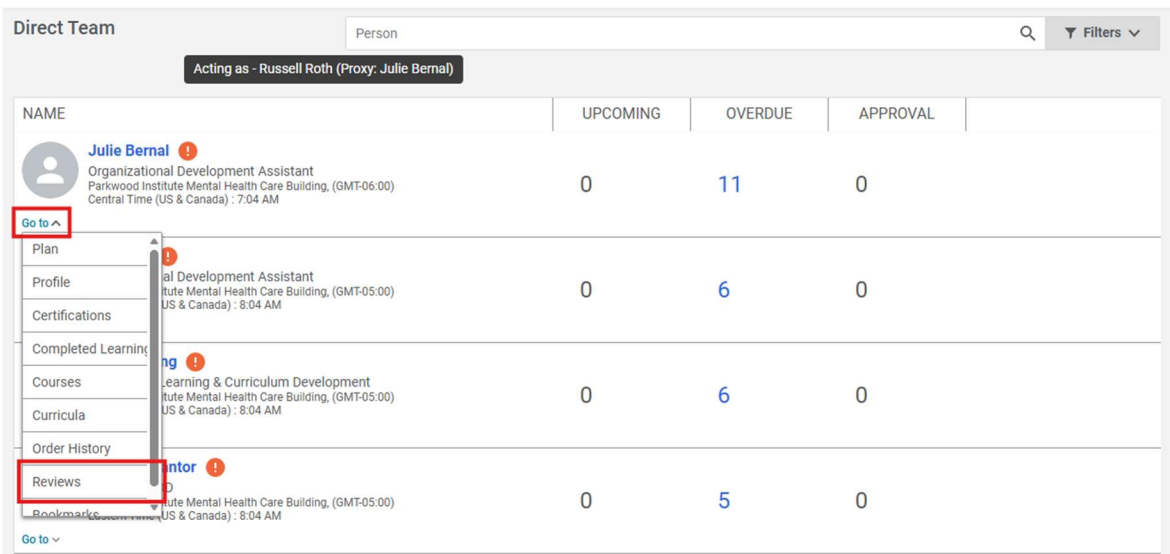
The screenshot displays the OneLink dashboard interface. At the top, there is a blue header with the OneLink logo and navigation tabs: MY TO DO'S, MY PEOPLE, MY REPORTS, MY TOOLBOX, and MY APPS. Below the header, the dashboard is organized into several sections. A large box at the top center is labeled 'OneLink Updates'. On the left side, there are four alerts: 'Pending Courses to Approve' (3 courses), 'Team Certifications Overdue' (113 certifications), 'Employee Performance Reviews Now Due' (10 employees), and 'Workplace Occurrence Reporting Alerts' (77 WORS Events). The 'Employee Performance Reviews Now Due' alert is highlighted with a red rectangular box. In the center, there are three alerts: 'Workplace Inspections Assigned' (3 inspections), 'Workplace Inspections In Queue' (0 inspections), and 'Patient Safety Event Alerts' (377 PSRS Open Events, 252 are 30+ days old). On the right side, there are three alerts: 'Employee(s) with Unauthorized Time' (check back at 2pm on bi-weekly pay end Fridays), 'Employee(s) on LOA with Paid Time' (check back at 11am on bi-weekly pay end Fridays), and 'Requests to Approve' (0 requests). Each alert includes a status icon (red triangle for warnings, green checkmark for info) and a 'Go to item' button.

Complete a Leader-Assessment in LearningEdge

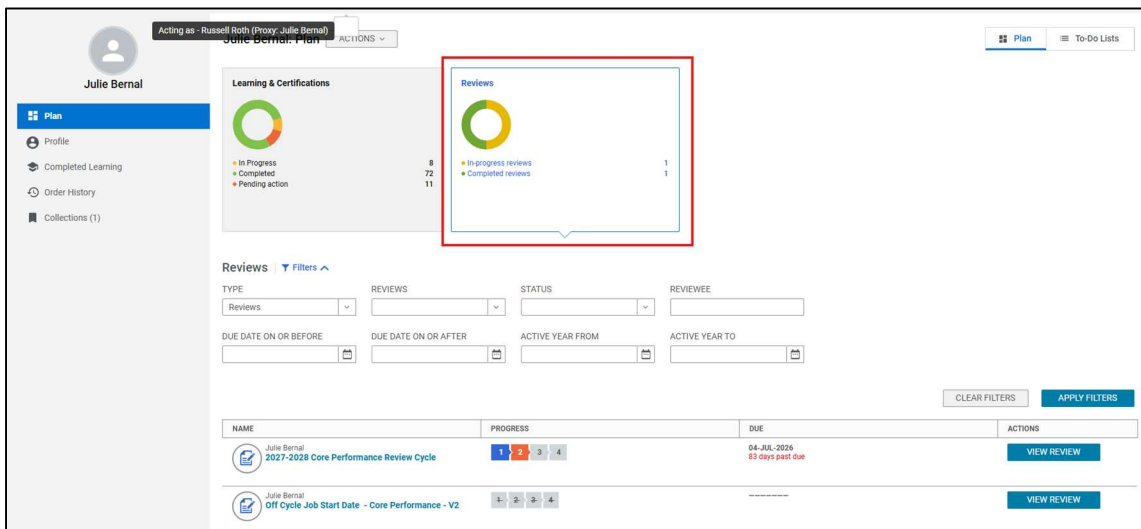
- 1 Click the **Menu – My Team**



- 2 Click on the **Go To** link below the employee's name and click on **Reviews**.



- 3 Click on the **Reviews** box to view in-progress and completed reviews.



- 4 On the **Progress** column, the numbers represent the steps and status of the review. Hovering over these steps will show a description of the status.

The screenshot shows the Cornerstone LMS interface. The sidebar on the left contains navigation links: Plan, Profile, Completed Learning, Order History, and Collections (1). The main content area features two donut charts. The first chart, 'Learning & Certifications', shows 8 In Progress, 72 Completed, and 11 Pending action items. The second chart, 'Reviews', shows 1 In-progress review and 1 Completed review. Below the charts are filter sections for TYPE, REVIEWS, STATUS, REVIEWEE, DUE DATE, and ACTIVE YEAR. A table lists reviews with columns: NAME, PROGRESS, DUE, and ACTIONS. The first review is for Julie Bernal, '2027-2028 Core Performance Review Cycle', with a due date of 04-JUL-2026 (83 days past due). A tooltip is shown over the progress bar, indicating steps 1 through 4. The 'VIEW REVIEW' button is highlighted in blue.

Color coding:

Blue – means that the review is pending completed at that stage

Red – means that it is overdue at that stage

Green – means that the stage has been completed

- 5 Click on **View Review or Open** to open the form.

The screenshot shows the Cornerstone LMS interface. The sidebar on the left contains navigation links: Plan, Profile, Completed Learning, Order History, and Collections (1). The main content area features two donut charts. The first chart, 'Learning & Certifications', shows 8 In Progress, 72 Completed, and 11 Pending action items. The second chart, 'Reviews', shows 1 In-progress review and 1 Completed review. Below the charts are filter sections for TYPE, REVIEWS, STATUS, REVIEWEE, DUE DATE, and ACTIVE YEAR. A table lists reviews with columns: NAME, PROGRESS, DUE, and ACTIONS. The first review is for Julie Bernal, '2027-2028 Core Performance Review Cycle', with a due date of 04-JUL-2026 (83 days past due). The 'VIEW REVIEW' button is highlighted with a red box.

6 Click on **Open**.

Acting as - Russell Roth (Proxy: Julie Bernal)

Open the form, complete it, and then submit it.

Review period 17-JUN-2026 to 18-JUN-2026

Reviewee
Brittany Farwell
Specialist, eLearning & Curriculum Development

OPEN **RELEASE**

DETAILS INSTRUCTIONS TIMELINE

Reviewers	Rating
Russell Roth (Me, Review Owner) Manager, Organizational Development	Not available
Brittany Farwell (Reviewee) Specialist, eLearning & Curriculum Development	4 3.69 - 4 - Above Standards

7 There are three sections on the review form: Core Skills - Section 1, Core Skills - Section 2 and Development Plan. You can use turn on the **Guided Mode** to show each competency on a page. There is no need to scroll if the guided mode is on.

Back Brittany Farwell 2027-2028 Core Performance Review Cycle My overall rating Not yet rated Submission Due 16-SEP-2028

Acting as - Russell Roth (Proxy: Julie Bernal)

Core Skills - Sect... Core Skills - Sect... Development Plan

Guided Mode ☒ **NEXT**

Guided Mode:

Back Brittany Farwell 2027-2028 Core Performance Review Cycle My overall rating Not yet rated Submission Due 16-SEP-2028

Acting as - Russell Roth (Proxy: Julie Bernal)

Core Skills - Sect... Core Skills - Sect... Development Plan

Guided Mode ☒ **NEXT**

Proficiency level
0/5 At required level | Details

Attach supporting items

Other Reviewers' Responses (1)

Brittany Farwell
4 - 4 - Above Standards
Text

IMPORTANT: Please note that the **comment section in each competency is a required field**. The Next button for submission will only be activated once the ratings and comments sections are completed.

You are not required to complete the full assessment at one time. If you wish, you can save your work and return later to edit/complete.

- 8 Once all competencies and comments sections have been filled out, click **Next** at the top of the page.

Back Brittany Farwell 2027-2028 Core Performance Review Cycle My overall rating Not yet rated Submission Due 16-SEP-2026

Core Skills - Sect. Skills - * Development Plan *

Rating:

- 1-Inadequate - May not accept outcome of errors even with discussion and support, may inconsistently amend practice.
- 2-Below Standards - Accepts outcome following some discussion, amends practice.
- 3-Meets Standards - Accepts outcome of errors and amends when discussed.
- 4-Above Standards - Accepts outcome of errors and has amended practice prior to being discussed.
- 5-Leading Practice - Brings error to attention of leader and presents amended practice, accepts outcome and presents learning to others.

Accountability *

Takes responsibility for actions, not blameful of others for mistakes, responds and adjusts behaviour when issues are pointed out

0 1 2 3 4 5 Not Rated

Attach supporting items

Other Reviewer Responses (1) >

Brittany Farwell

4 - 4-Above Standards

test

- 9 A page with the overall ratings will be displayed. If you need to review the form to make changes or edits, you can click on the Review Form button.

Learning Edge Browse Learning Catalog Enter text to search...

Acting as - Russell Roth (Proxy: Julie Bernall) Kim Reid 2027-2028 Core Performance Review Cycle Overall rating 4 - 4-Above Standards Submission Due 13-SEP-2026 Guided Mode

Submitting the form will release the form to the next participant (if any).

Reviewers	Rating
Russell Roth (Mr. Review Owner) Manager, Organizational Development	4 - 4-Above Standards
Kim Reid (Reviewee) Organizational Development Assistant	3 3.44 - 3-Meets Standards
Overall rating	4 - 4-Above Standards

Do you want to override the overall rating? | YES

0 1 2 3 4 5 4 - 4-Above Standards

Enter overridden comments

Submitting the form will send it to the following participant

Kim Reid
Organizational Dev...
Reviewee

COVER PAGE REVIEW FORM RELEASE

- 10 Meet face to face with the employee and discuss the Performance Review.
- 11 Return and make any changes to the competency assessments.

Finalizing the Performance Review

- 1 Following the face-to-face meeting, return to the employee profile (as above, make any updates to the performance review and preview the review)
- 2 Click **Release** button. This will then be sent back to your staff member to Finalize.

The screenshot shows the 'Performance Review' form in the Learning Edge system. At the top, it indicates the review is for 'Russell Roth (Proxy, Julie Horn)' and the overall rating is '4 - 4-Above Standards'. The submission date is '13-SEP-2026'. The form is divided into sections for 'Reviewers' and 'Rating'. The 'Reviewers' section lists Russell Roth (Manager, Organizational Development) and Kim Reid (Reviewee, Organizational Development Assistant). The 'Rating' section shows a rating of '4 - 4-Above Standards' for both reviewers. Below this, there is a section for 'Do you want to override the overall rating?' with a 'YES' button and a '4 - 4-Above Standards' rating. To the right of this is a text box for 'Enter overridden comments'. At the bottom, there is a section for 'Submitting the form will send it to the following participant' with a box for 'Kim Reid (Organizational Development Assistant)'. At the bottom right, there are three buttons: 'COVER PAGE', 'REVIEW FORM', and 'RELEASE'. The 'RELEASE' button is highlighted with a red box.

Reviewers	Rating
Russell Roth (Me, Review Owner) Manager, Organizational Development	4 - 4-Above Standards
Kim Reid (Reviewee) Organizational Development Assistant	3 - 3-Meets Standards
Overall rating	4 - 4-Above Standards

Do you want to override the overall rating? | YES

Enter overridden comments

Submitting the form will send it to the following participant

Kim Reid
Organizational Development Assistant

COVER PAGE REVIEW FORM **RELEASE**

Printing the Performance Review

As the leader, you can export and print the form to PDF by clicking on More Actions (three dots beside the Guided Mode toggle) and then Export PDF

The screenshot shows the 'Performance Review' form in the Learning Edge system. At the top, it indicates the review is for 'Kim Reid' and the overall rating is '4 - 4-Above Standards'. The review period is '14-JUN-2026 to 15-JUN-2026'. The form is divided into sections for 'Reviewers' and 'Rating'. The 'Reviewers' section lists Russell Roth (Manager, Organizational Development) and Kim Reid (Reviewee, Organizational Development Assistant). The 'Rating' section shows a rating of '4 - 4-Above Standards' for Russell Roth and '3 - 3-Meets Standards' for Kim Reid. Below this, there is a section for 'Do you want to override the overall rating?' with a 'YES' button and a '4 - 4-Above Standards' rating. To the right of this is a text box for 'Enter overridden comments'. At the bottom, there is a section for 'Submitting the form will send it to the following participant' with a box for 'Kim Reid (Organizational Development Assistant)'. At the bottom right, there are three buttons: 'COVER PAGE', 'REVIEW FORM', and 'RELEASE'. The 'RELEASE' button is highlighted with a red box. In the top right corner, there is a 'Guided Mode' toggle and a 'More Actions' menu (three dots). The 'More Actions' menu is open, showing options: 'Kim Reid', 'Participants', 'Export PDF', 'Past Reviews', and 'Audit Trail'. The 'Export PDF' option is highlighted with a red box.

Reviewers	Rating
Russell Roth (Me, Review Owner) Manager, Organizational Development	4 - 4-Above Standards
Kim Reid (Reviewee) Organizational Development Assistant	3 - 3-Meets Standards

Do you want to override the overall rating? | YES

Enter overridden comments

Submitting the form will send it to the following participant

Kim Reid
Organizational Development Assistant

COVER PAGE REVIEW FORM **RELEASE**

Guided Mode **More Actions**

- Kim Reid
- Participants
- Export PDF**
- Past Reviews
- Audit Trail