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Performance > Reviews > Admin Review Tasks > Task Statuses

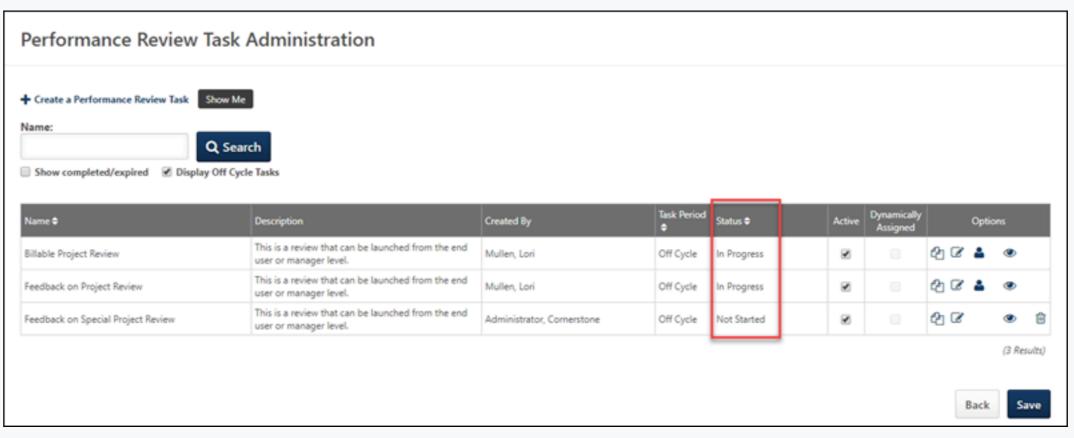
Performance Review Task Statuses

Performance Review task statuses can be determined in the following areas:

- Performance Review Task Administration To access Performance Review Task Administration, go to Admin > Tools > Performance Management > Tasks.
- Performance Review Task Details To view the Performance Review Task Details, go to Admin > Tools > Performance Management > Tasks. Then, click the View Details icon next to the appropriate performance review.

Performance Review Task Status - All Reviewees

This refers to the status of the entire performance review task. For example, the performance review status is not Complete unless all performance review tasks within the performance review are completed. This status is displayed on the Performance Review Task Administration page.



The available statuses are:

- Queued The performance review task has been created, but the assignments have not yet been processed by the system.
- Not Started No one has started their performance review task
- Completed All individual performance review tasks are complete
- Expired All individual performance tasks are expired (past the expiration date)
- In Progress At least one assignee has started a performance review

Performance Review Task Status - Individual Reviewee

These are statuses that are available for each individual performance review assignment within the task. Performance review steps that are optional do not affect the overall performance review task status when the optional step's due date has passed for the performance review. This status is displayed on the Performance Review Details page.



Task Details - Extend Due Dates

Task Statuses