The appraisal cycle for the **Career Management System** is comprised of individual tasks that are shared by the employee and the appraiser. To submit the reviews for each employee, please see the phases and steps outlined below.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action and Responsibility</th>
<th>2021-2022 Timeline</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **Phase 1: Beginning of Year** | Online Employee            | September - October 2021                 | • Log in to Cornerstone ([https://dallasisd.csod.com](https://dallasisd.csod.com))  
• Complete the “CMS Action Required: Complete Goal-Setting and Online Goal Entry” task | Employee completes goal-entry before appraiser has action to take online.                     |
|                   | Online and Face-to-Face Appraiser | Submission Deadline: October 15, 2021    | • Schedule an in-person goal-setting conference to discuss job responsibilities, expectations, and goals  
• Log in to Cornerstone ([https://dallasisd.csod.com](https://dallasisd.csod.com))  
• Complete the “CMS Action Required: Complete Goal-Setting Acknowledgement for (EMPLOYEE NAME)” task | Appraiser will receive email notification when the employee has submitted goals for approval. |
| **Phase 2: Mid-Year** | Online Employee            | January – February 2022                  | • Log in to Cornerstone ([https://dallasisd.csod.com](https://dallasisd.csod.com))  
• Complete the “CMS Action Required: Mid-Year Self-Review” task | Employee completes self-review before appraiser has action to take online.                     |
|                   | Online and Face-to-Face Appraiser | Submission Deadline: February 28, 2022   | • Log in to Cornerstone ([https://dallasisd.csod.com](https://dallasisd.csod.com))  
• Schedule and hold the in person Mid-Year Review conference  
• Submit the “CMS Action Required: Complete Mid-Year Conference Acknowledgment for (EMPLOYEE NAME)” task online | Appraiser will receive email notification when the employee has submitted the mid-year review.  
**Self-Review ratings are visible, but appraiser DOES NOT rate during the Mid-Year Review.** |
| **Phase 3: End of Year** | Online and Face-to-Face Appraiser | May – July 1 2022 or prior to last day of 2021-2022 work calendar | • Log in to Cornerstone ([https://dallasisd.csod.com](https://dallasisd.csod.com))  
• Complete the “CMS Action Required: Complete End of Year Review and End of Year Conference Acknowledgment for (EMPLOYEE NAME)” task  
• Click SAVE AND EXIT  
• Schedule and hold the in-person End of Year Review conference  
• Log in to Cornerstone and SUBMIT the End of Year Review online. | Appraiser will receive email notification that the summative reviews become available on May 2. Summative window is wide to allow for different division timelines and work calendars.  
Employee has no action to take until the appraiser review has been submitted. |
|                   | Online Employee            | Ten (10) Days after submission of Appraiser Review | • Log in to Cornerstone to electronically sign End of Year review and submit comments** | Appraiser has no additional action to take after submitting the summative review online.     |

**Please contact careermanagement@dallasisd.org for the employee rebuttal process.**