



**cornerstone**

# Step Status & Overall Rating Scores

Displays the step status for in progress or past due performance reviews and rating scores (if applicable).

## Hamburger Icon > Reports > Reporting 2.0

Click on the hamburger icon at the top right-hand corner. Then expand the Reports tab and select Reporting 2.0.

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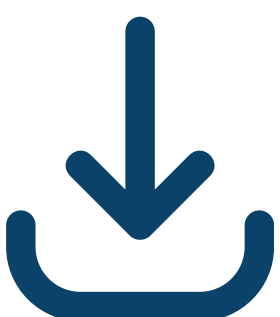
## Click on Shared with Me

Under Quick Filters found on the left hand side, select Shared with Me.

## MPP Performance Review Step Status & Overall Rating

Report displays the step status for in progress performance reviews, and the rating score corresponding to the review step.

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## View or Download Report Results

Click on the name/title of the report to view results or download it to Excel by clicking the Excel icon under Actions.

**Questions?** Please contact [hris@cpp.edu](mailto:hris@cpp.edu)