



LEE KENNEDY
Let's build on big thinking.

Last edited May 1, 2023

CORNERSTONE PLAYBOOK

Table of Contents

	<u>Options for accessing Cornerstone</u>	5
	<u>Logging into Cornerstone</u>	6
	<u>Navigating Cornerstone</u>	7
	<u>Your Profile: Transcript</u>	10
	<u>Your Profile: Actions</u>	11

Table of Contents

	<u>Goal Setting</u>	12
	<u>Creating a Goal</u>	13
	<u>Editing a Goal</u>	14
	<u>Events Calendar</u>	15
	<u>Events Calendar:</u> <u>Register for an</u> <u>in-person</u> <u>training</u>	16
	<u>Browse for</u> <u>training: Online</u> <u>training videos</u>	17

Table of Contents

	<u>Sign up for online training videos</u>	18
	<u>CSL Licensure</u>	19
	<u>Performance Reviews and Goals</u>	28
	<u>Check-Ins</u>	30

Options for Accessing Cornerstone

1 QR Code



2 Website

<https://lkcoconnect.csod.com>

3 Dashboard



QUICK LINKS

-  Crisis Management Plan
-  Request for Overtime

-  Office Floor Plans
-  Office Extension List
-  Search Staff

LESSONS LEARNED SUBMITTED



- Temp Fire Alarm - Elevator Recall
- Delivery of Elevators & Equipment in Urban Environments
- Roofing production rates
- Formwork Failure

FEATURED STORY

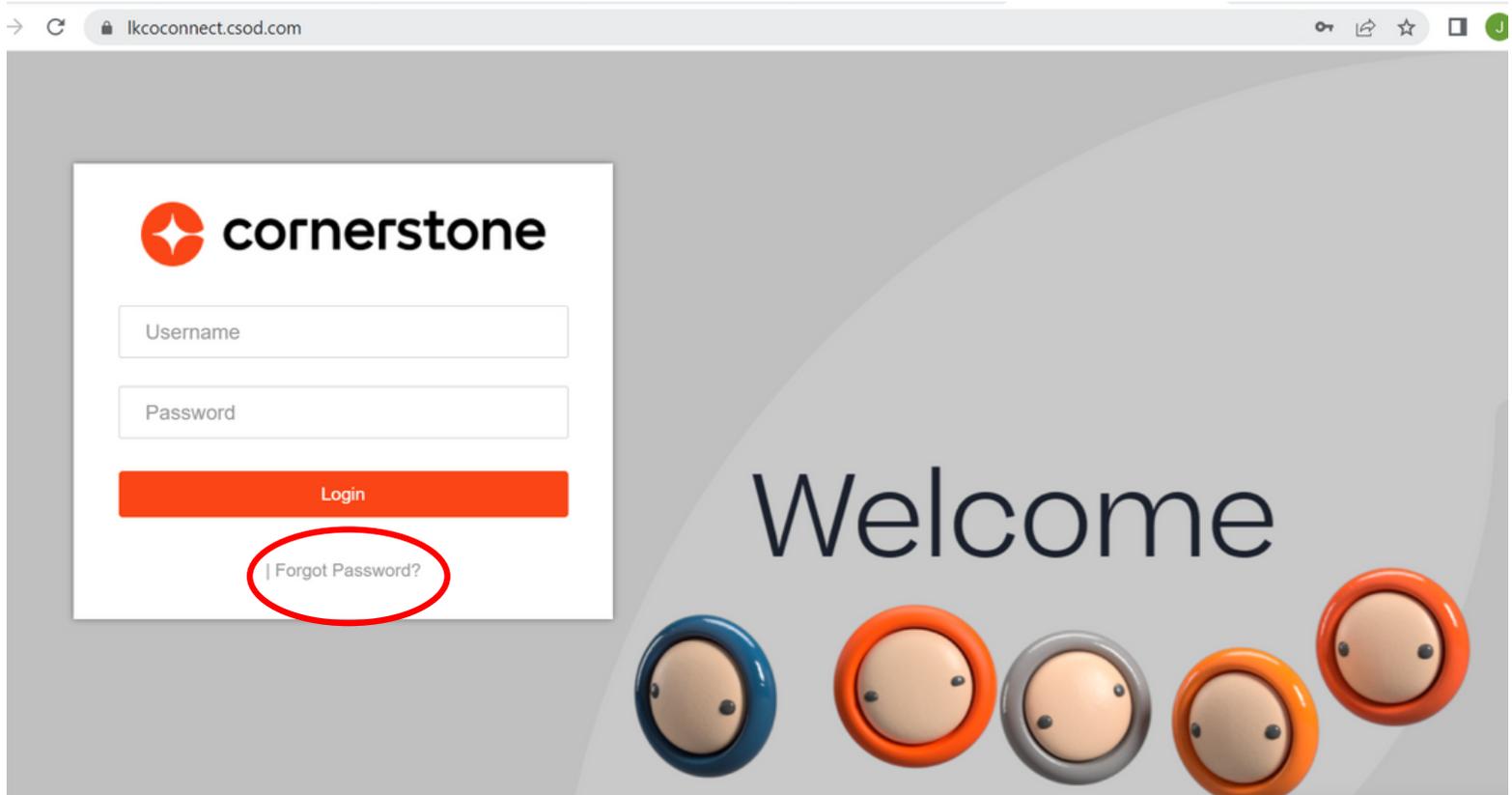


Logging into Cornerstone

Type in username and password

- Username: First initial and Last name (Jill Booras= jbooras)
 - Password: Set by the user
- Forgot your password?

Click "forgot password" or contact P&C

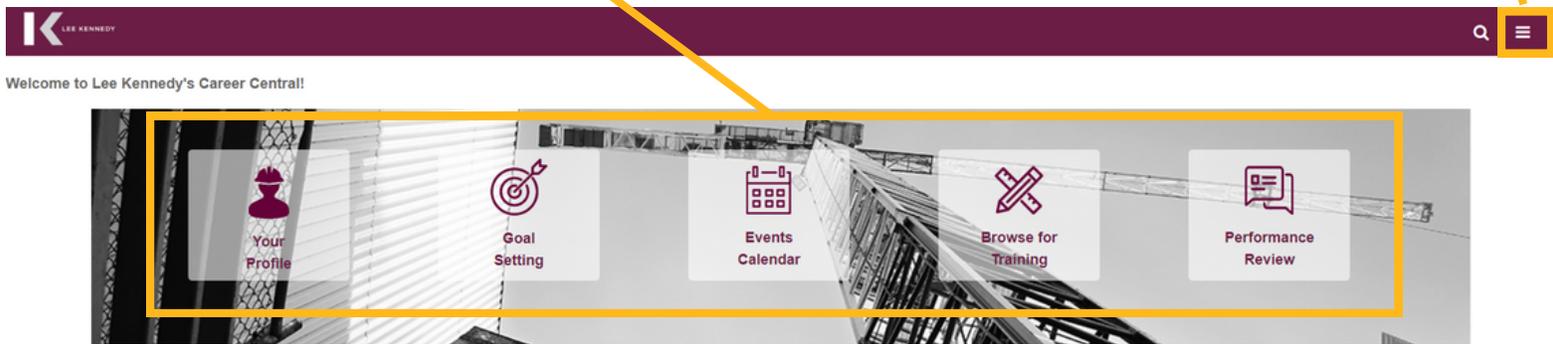


Navigating Cornerstone

1. Banner
2. Menu Options
3. Actions Items/ Announcements

Banner

Menu Options



WELCOME

Welcome to your personal hub for all things talent management! As LKCO continues to grow the business and build on big thinking, we know we cannot do that without our most valuable asset – all of you. This hub is a tool for every team member, regardless of tenure or seniority, to push their career to the next level. We expect all employees to add value and grow with us. In return, we promise to always have your back and give you opportunities to learn, thrive and excel.

Own Your Development – My Action Items

	Due Date
View: New Hire Safety Orientation (Starts 10/3/2022)	None
View: New Hire Orientation (Starts 10/3/2022)	None
View: OSHA 30 (Starts 12/31/2022)	None
Select Session: QMS Field Training (Starts 1/12/2023)	None
View: QMS Field Training (Starts 1/10/2023)	None
Launch: Fun at Work: 01: The Importance of Humor	None

Announcements

Winter 2022 Performance Annual Performance Review				
Step #	Step Name	Owner	Start Date	End Date
1	Self-Assessment	Employee	11/30/22	12/9/22
2	Manager Assessment	Manager	12/12/22	1/9/23
3	Calibration	Leadership	1/12/23	1/13/23
4	Review/Goal Conversation	Manager & Employee	1/16/23	2/1/23
5	Employee Sign-Off & Goal Update	Employee	1/16/23	2/1/23

Action Items/
Announcements

Banner

What the Cornerstone banner has to offer

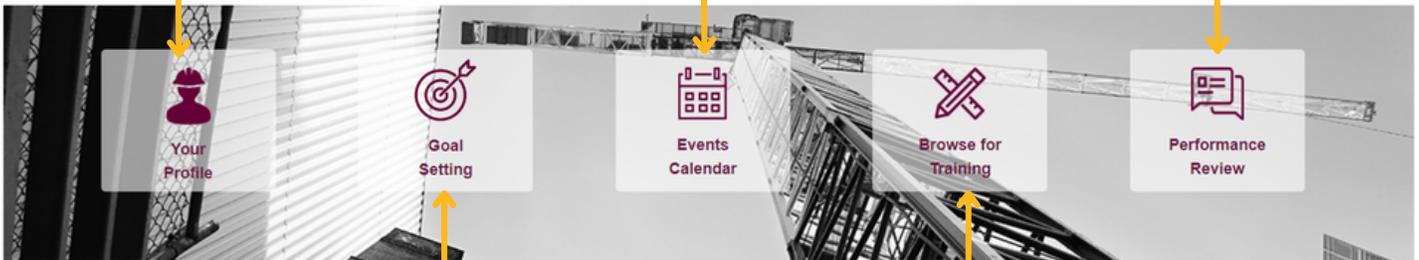
- **Transcript**
- **Actions**

- **Register for in-person trainings**

- **Access past reviews**
- **Access team reviews**



Welcome to Lee Kennedy's Career Central!



- **View and edit goals**
- **View team goals**

- **Online training videos**

Your Profile: Transcript

Active: To view future registered trainings

Transcript: Kaitlin Ludwig View Team ↗ ...

Use the transcript to manage all active training.

Filter by Training Status: **Active** | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword:

Search Results (2)

-  **First Aid/CPR/AED Certification**
Due: 10/6/2025 | Status: Certified | Expiration Date: 10/6/2025 | Training Type: Certification | Manage
-  **OSHA30**
Due: No Due Date | Status: Certified | Expiration Date: None | Training Type: Certification | Manage

Completed: To view previously completed trainings

Transcript: Kaitlin Ludwig View Team ↗ ...

Use the transcript to manage all active training.

Filter by Training Status: **Completed** | Sort by: Completion Date | Filter by Training Type: All Types | Search by Keyword:

Search Results (4)

-  **Certification Renewal (10/19/19)**
Completed: 1/11/2022 | Status: Completed | Training Type: External Training | View Training D...
-  **First Aid/CPR/AED Training**
Completed: 1/11/2022 | Status: Completed | Training Type: External Training | View Training D...
-  **OSHA 30**
Completed: 12/30/2021 | Status: Completed | Training Type: External Training | View Training D...

Your Profile: Actions

Assigned tasks to be completed

Transcript **Actions** Snapshot

Home > Jill Booras > Actions

Actions

Description for this tab displays here. This is *html friendly* and can be configured in the Universal Profile General Preferences.

Show All ▾

By Due Date ▾

Due Later



View: New Hire Safety Orientation (Starts 10/3/2022)

Due : No Due Date Status : Registered



View Training D... ▾



View: New Hire Orientation (Starts 10/3/2022)

Due : No Due Date Status : Registered



View Training D... ▾



View: OSHA 30 (Starts 12/31/2022)

Due : No Due Date Status : Registered



View Training D... ▾

***Note: To filter the action type, click on the drop down arrow**

Goal Setting

My Goals:

- Click drop down to view current or previous goals

My Goals Create Options ▾

My Goals Team Goals Hierarchy

Current Period ▾ 1/1/2022 📅 12/31/2022 📅 Search

Display Cancelled Hide Completed

My Goals

- Enhance the Onboarding Process**
Status : On Track Due Date : 7/31/2023 ▾
- Grow the team**
Status : Completed Due Date : 7/31/2023 ▾

Team Goals:

- Click drop down to view current or previous team goals

Team Goals Create Options ▾

My Goals Team Goals Hierarchy

Current Period ▾ 1/1/2022 📅 12/31/2022 📅 Search

Display Cancelled Hide Completed

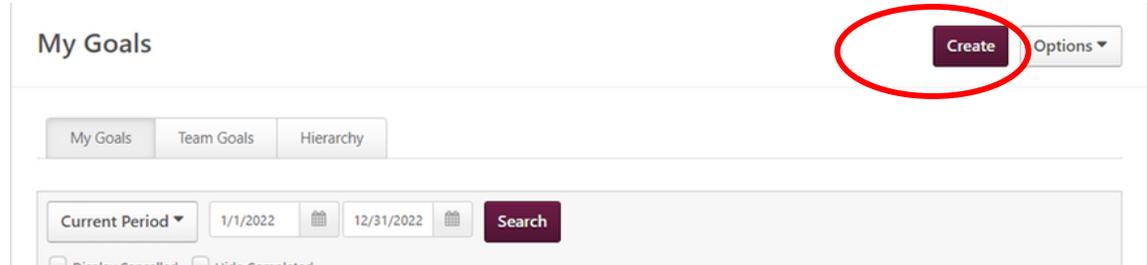
All Statuses ▾

 **Jill Booras**
Learning & Development Coordinator

No Goals in the current period

Creating a Goal

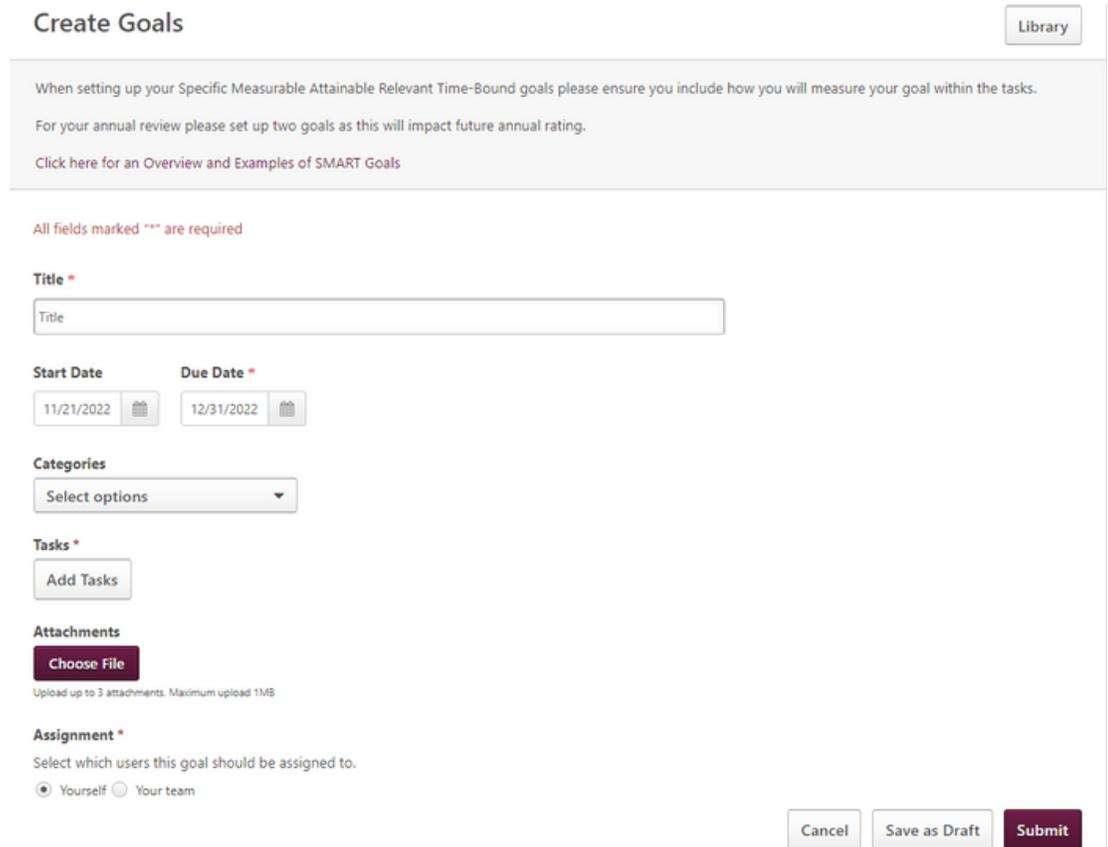
To create a new goal, click "Create"



The screenshot shows the 'My Goals' page. At the top right, there is a 'Create' button and an 'Options' dropdown menu. The 'Create' button is circled in red. Below the header, there are tabs for 'My Goals', 'Team Goals', and 'Hierarchy'. A search bar is visible with a 'Current Period' dropdown, date pickers for '1/1/2022' and '12/31/2022', and a 'Search' button.

1. Title your goal
2. Set start and due dates
3. Add tasks

*Note:
Managers, specify if this goal is for yourself or for a direct report



The screenshot shows the 'Create Goals' form. At the top right, there is a 'Library' button. The form contains the following fields and sections:

- Title ***: A text input field with the placeholder 'Title'.
- Start Date**: A date picker set to '11/21/2022'.
- Due Date ***: A date picker set to '12/31/2022'.
- Categories**: A dropdown menu with 'Select options'.
- Tasks ***: An 'Add Tasks' button.
- Attachments**: A 'Choose File' button. Below it, text reads: 'Upload up to 3 attachments. Maximum upload 1MB'.
- Assignment ***: A section with the text 'Select which users this goal should be assigned to.' and two radio buttons: 'Yourself' (selected) and 'Your team'.

At the bottom right, there are three buttons: 'Cancel', 'Save as Draft', and 'Submit'.

Editing a Goal

- Click "Create"
- To edit a goal, click the dropdown arrow next to the goal that you want to update.

The screenshot displays the 'My Goals' interface. At the top right, there is a 'Create' button (circled in red) and an 'Options' dropdown menu. Below this, there are tabs for 'My Goals', 'Team Goals', and 'Hierarchy'. A search bar is present with a 'Current Period' dropdown, date pickers for '1/1/2022' and '12/31/2022', and a 'Search' button. There are also checkboxes for 'Display Cancelled' and 'Hide Completed'. The main content area is titled 'My Goals' and lists three goals:

- Grow the team**
Status : On Track Due Date : 7/31/2023
- Onboarding**
Status : On Track Due Date : 7/31/2023
- Roles & Responsibilities for other departments**
Status : On Track Due Date : 7/31/2023

A dropdown menu is open for the first goal, 'Grow the team', with the 'Edit' option circled in red. The menu also includes 'Copy', 'Cancel', and 'View History' options.

Events Calendar

Access the events calendar to see upcoming and in-person trainings.

< December, 2022 > Day Week Month Agenda

All Events My Events 

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6 MEWP Training 12:00 PM - Lee Kennedy Office	7 Driver Safety Awareness 3:00 PM - Lee Kennedy Main Office - Training Room	8	9 QMS Field Training 2:00 PM - Lee Kennedy Main Office - Training Room	10
11	12	13 MEWP Training 12:00 PM - Lee Kennedy Office CSL: Understanding & Executing Impairment Plans 2:00 PM - Lee Kennedy Main Office - Training Room	14 Driver Safety Awareness 3:00 PM - Lee Kennedy Main Office - Training Room	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 OSHA 30 7:00 AM - Lee Kennedy Office

Events Calendar: Register for an in-person training

To search for an in-person training:

- Click the link in the calendar

13 MEWP Training 12:00 PM - Lee Kennedy Office CSL: Understanding & Executing Impairment Plans 2:00 PM - Lee Kennedy Main Office - Training Room	14 Driver Safety Awareness 3:00 PM - Lee Kennedy Main Office - Training Room CSL: Understanding & Executing Impairment Plans 12/13 - 12/13 2:00 PM - 5:00 PM Lee Kennedy Main Office - Training Room 2 Hours Code Review Covers what an impairment is and what an impairment plan should contain, who is responsible for the development of a plan and when does it get submitted. We'll also discuss permitting, how to reduce likelihood of rejection, common pitfalls, and the owner's responsibility in th... Session Contact: Kaitlin Ludwig	15
20	27	28
27	28	29

- Select "Request"

*Note: Once you have signed up, you will receive confirmation with an attachment to add to your calendar.

Session Details ×

SESSION

CS-121322
33

Tue, Dec 13, 2022, 2:00 PM - 5:00 PM EST
Register by Mon, Dec 12, 2022, 2:00 PM

Lee Kennedy Main Office - Training Room
122 Quincy Shore Drive, Quincy, MA, USA 02171

3 hours

English (US)

CSL All CSL- Code Review

36 out of 50 seats available

Kaitlin Ludwig
617-825-6930 x181
kludwig@leekennedy.com

PARTS / SCHEDULE

DEC Tue, Dec 13, 2022, 2:00 PM - 5:00 PM EST

13 CSL: Understanding Executing Impairment Plans
Lee Kennedy Main Office - Training Room

Assign **Request** ▾

Browse for Training: Online training videos

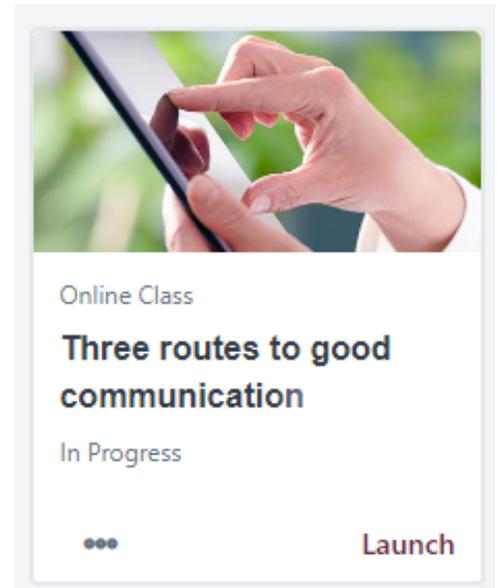
To search for an online training video:

- Search for a topic using the bar at the top
- Use the filters to find a topic

The screenshot displays a 'Learning Search' interface. At the top left, there is a home icon and the text 'Learning Search'. Below this is a search bar with the placeholder text 'Search for learning', which is circled in red. To the left of the search results is a 'Filters' sidebar, also circled in red. The sidebar includes a 'Reset' button and several filter categories: DURATION, TYPE, MODALITY, SUBJECT, RATING, PROVIDER, and LANGUAGE, each with a dropdown arrow. At the bottom of the sidebar is a toggle for 'SHOW ONLY MOBILE ENABLED'. The main search results area shows '1,102 Results' and a 'Event Calendar' button. The results are displayed in a grid of cards. Each card features a thumbnail image, a title, and a duration. The cards include: 'Material CSOD Website' (10 minutes), 'Online Class July '15 Overview_Recruiting', 'Online Class Succession Planning: 01. The Importance of...', 'Online Class Fun at Work: 01: The Importance of Humor' (7 minutes), 'Online Class Becoming a Great Leader: Introduction' (6 minutes), 'Online Class Three routes to good communication' (15 minutes), 'Online Class Personal Brand', and 'Video Leadership Training: What you need to know' (7 minutes).

Sign up for online training videos

1 After finding the training video, click on the training module



2 Click "Launch"

ONLINE CLASS

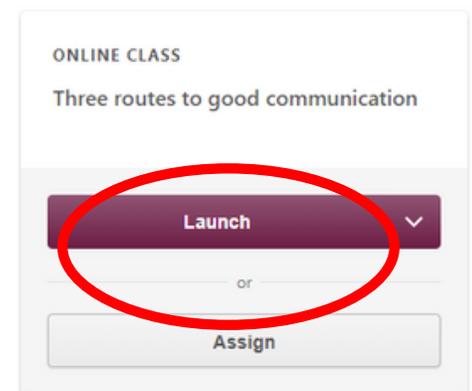
Three routes to good communication

Last Updated 08/11/2021 Duration 15 minutes

Details

To explore the 3 routes to good communication. _x000D_ - Tuning your non-verbal communication._x000D_ - Communicating openly._x000D_ - The 5 levels of listening.

Show More



3 A new screen will appear with the training module

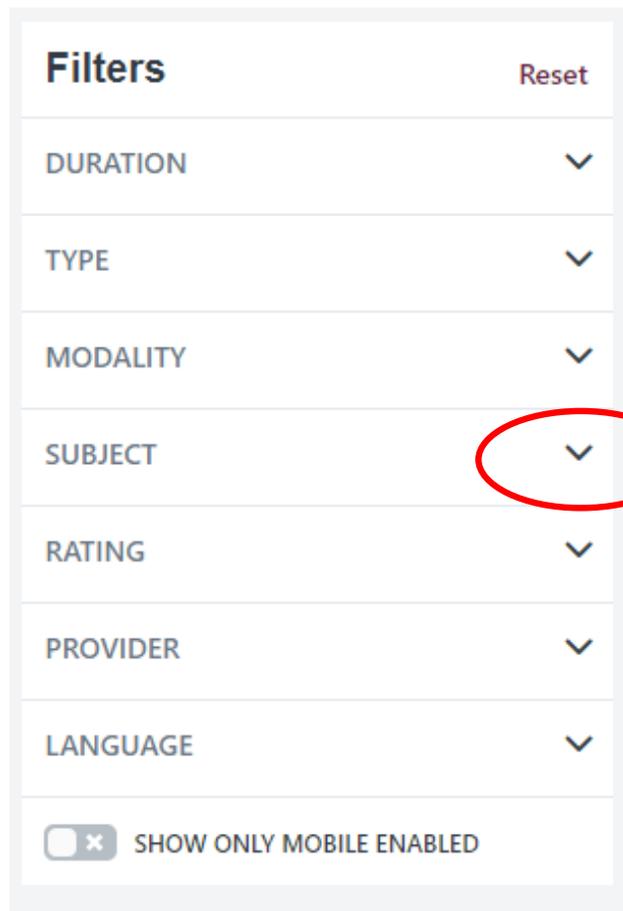


CSL-Linking CSL license to a course

- After logging into Cornerstone, click on the "Browse for Training" icon on the top banner



- On the left, under "Filters", click on the dropdown arrow next to "Subject"



CSL- Finding a class in Cornerstone

- Choose CSL ALL for all courses or choose a specific topic

Filters Reset

DURATION ▼

TYPE ▼

MODALITY ▼

SUBJECT ▲

- Computer Skills (79)
- Construction Specialty (489)
- CSL All (31)
- CSL- Business Practices (7)
- CSL- Code Review (11)
- CSL- Elective (9)
- CSL- Energy (2)
- CSL- Lead (1)
- CSL- Workplace Safety (3)

*NOTE

- If you are looking for an in-person class, use the dropdown arrow next to "Modality"

Filters Reset

DURATION ▼

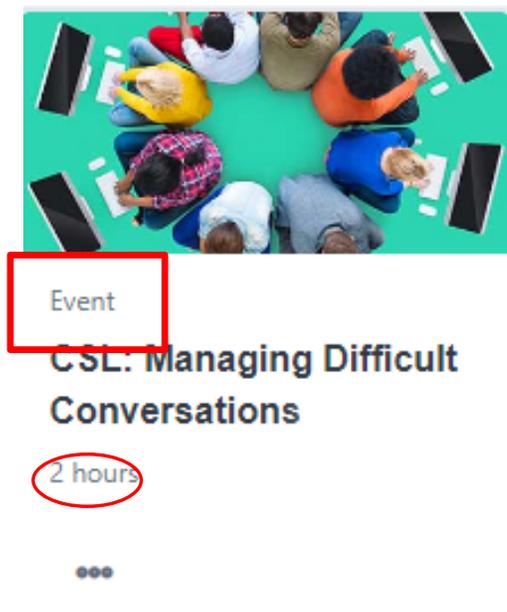
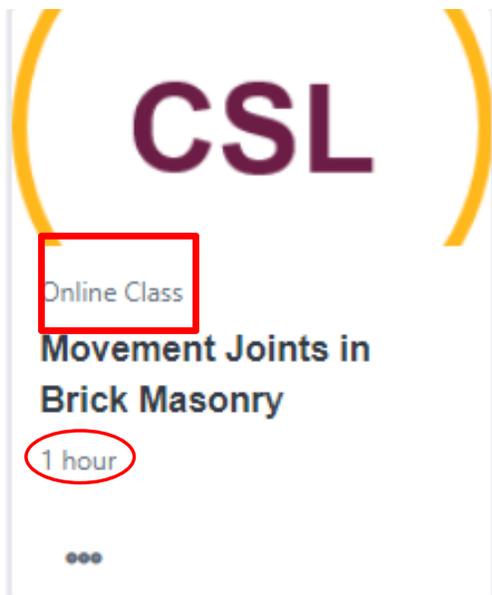
TYPE ▼

MODALITY ▲

- Watch (1071)
- Attend (32)
- Read (3)
- Collections (1)

CSL- Finding a class in Cornerstone

- Online and in-person classes will have different icons
- Remote classes will state "Online Class"
- In-person classes will state "Event"
- The title of the course will be **bolded**
- Credit hours will be below the title



- Double click the icon to see:
 - Duration
 - Credit Hours
 - Topic and Description

ONLINE CLASS

Complete Streets - An Introduction to the Complete Streets Concept

Last Updated 08/11/2021 **Duration 2 hours**

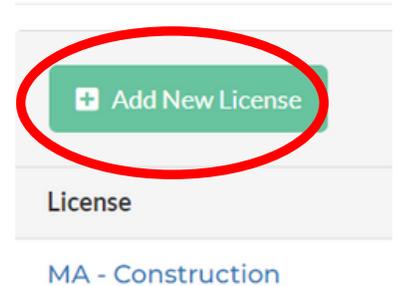
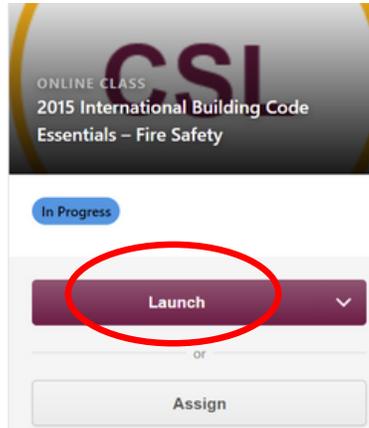
Details

★ *2 Elective Hours* This course presents an introduction to the fundamental principles of Complete Streets. The planning and development of Complete Streets projects is presented. You will also learn about the elements of planning for Complete Streets and designing and implementing Complete Streets programs.

[Show More](#)

CSL- Finding a class in Cornerstone

- Click "Launch"
 - A new page will load
- Click "Add New License"



- Input:
 - License: MA- Construction Supervisor
 - Expires: Use the calendar to input the expiration date
 - Number: Add your CSL number
 - This will print on the certificate your turn into the state, so make sure it matches your license. [You can look up the number here](#)
 - Re-Enter Number: Add your CSL number again
 - Reminder Date: Use the calendar to identify a date that you'd like to be reminded that your license will expire
 - *3-4 months is recommended*

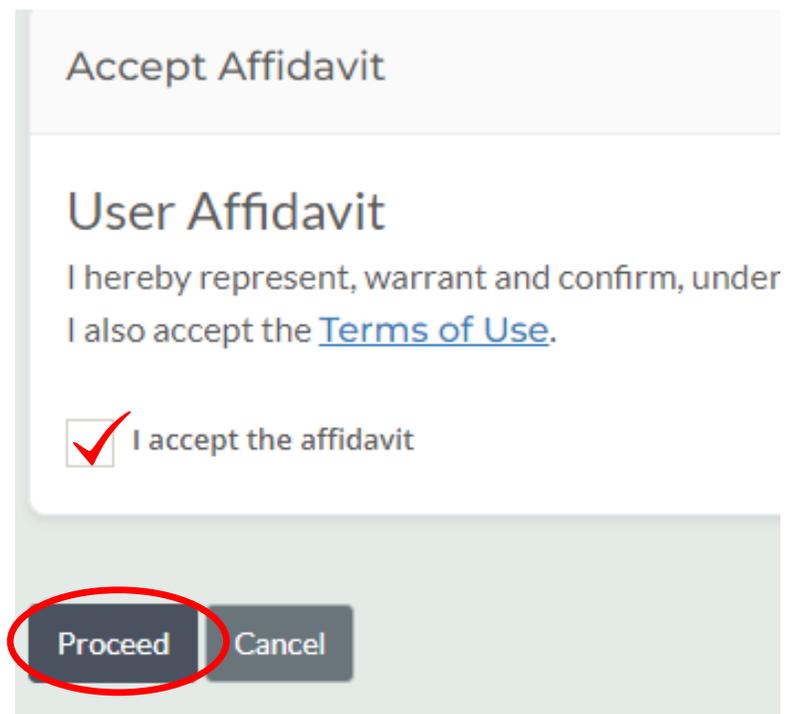
A screenshot of a web form for adding a new license. The form has several input fields: 'License' (with a dropdown menu showing 'MA - Construction Supervisor'), 'Number' (with the value '123456789'), 'Re-Enter Number' (with the value '123456789'), 'Expires' (with a calendar icon), and 'Reminder Date' (with the value '1/23/2023' and a calendar icon). At the bottom left of the form are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red. Below the form, it says 'No records to display.'

- Click "Save"



CSL- Finding a class in Cornerstone

- Scroll down to "Accept Affidavit"
- After reading the User Affidavit, click "I accept the affidavit"
- Click "Proceed"



Accept Affidavit

User Affidavit

I hereby represent, warrant and confirm, under
I also accept the [Terms of Use](#).

I accept the affidavit

Proceed Cancel

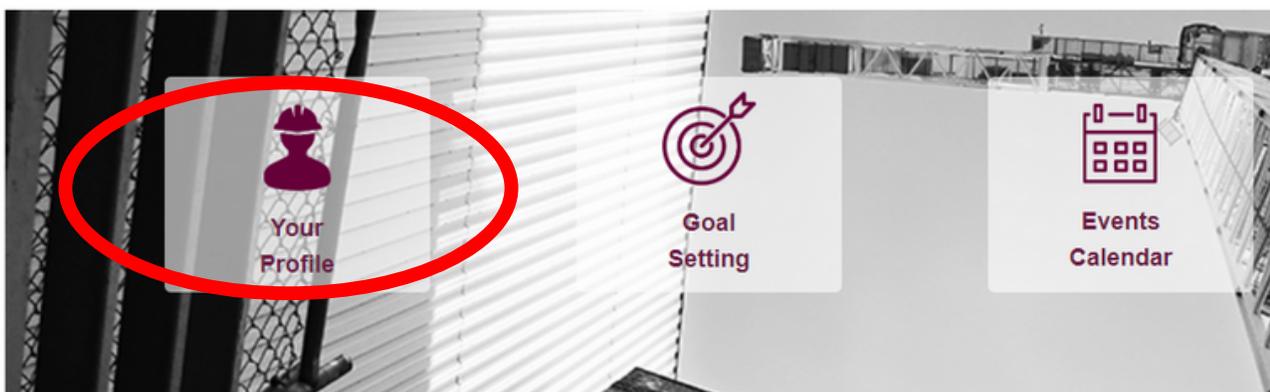
CSL- Taking an online course

- Click "Launch Content" to begin



*NOTE-

To search for a course you have not completed, click on "Your Profile" on the Cornerstone homepage



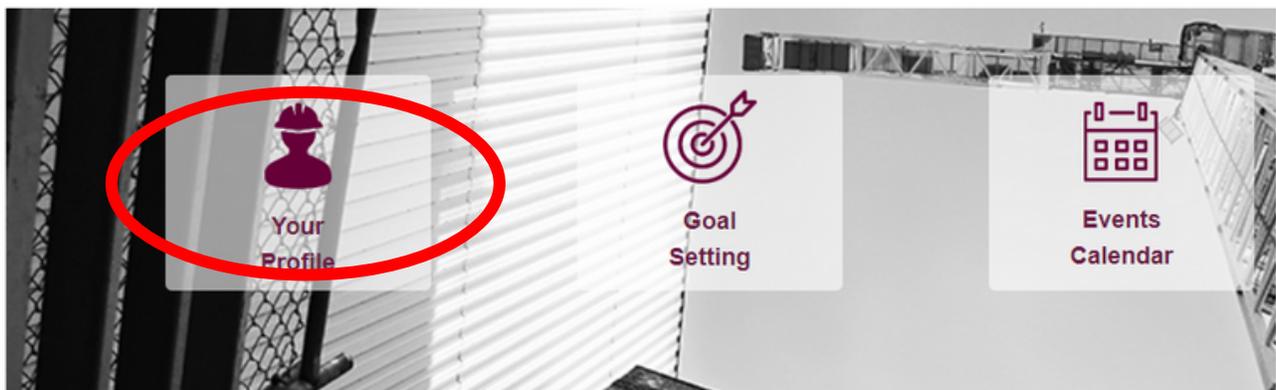
CSL- Taking an online course

- Click "Launch Content" to begin



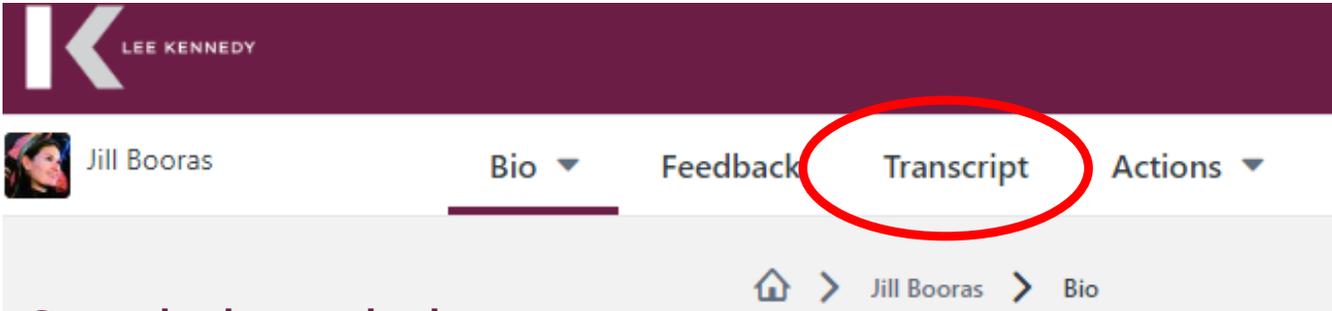
*NOTE-

To search for a course you have not completed, click on "Your Profile" on the Cornerstone homepage



CSL- Taking an online course

- Click on "Transcript" on the top train



- Search through the classes

*NOTE-

You can also use the search bar to search by keyword

Search by Keyword

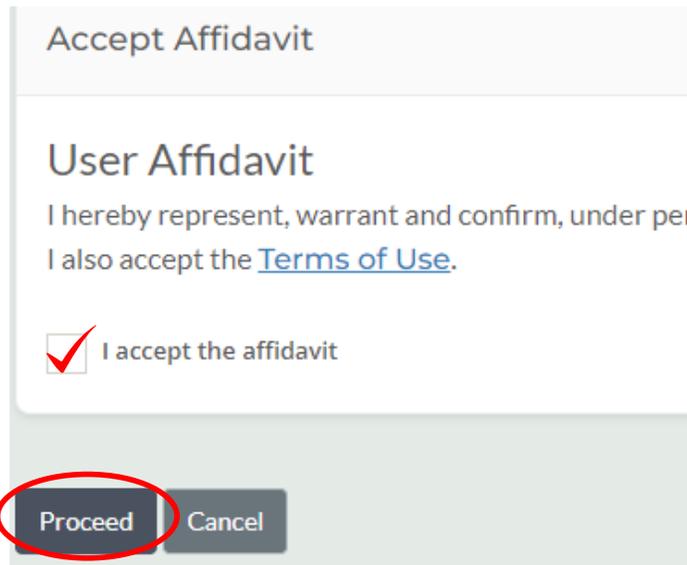


- Click the "Launch" button next to the class to start



*NOTE-

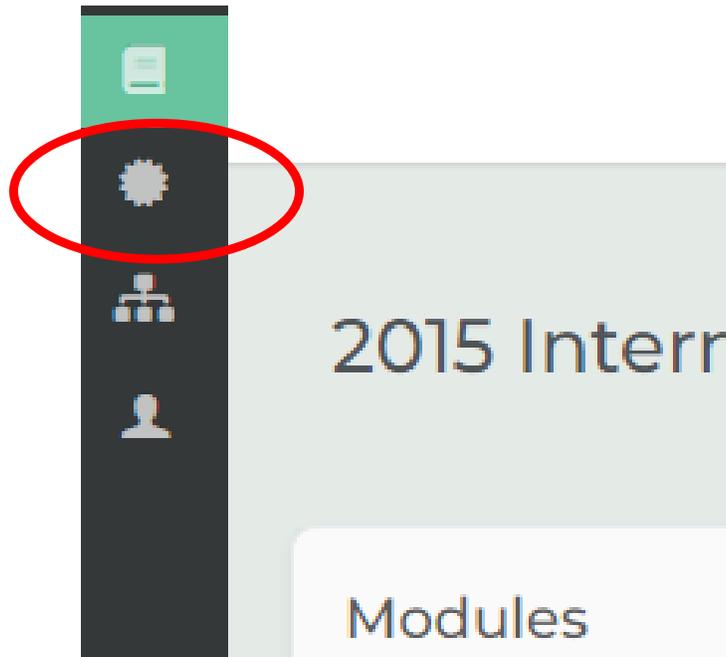
You will have to read and sign the User Affidavit each time you launch a class



- Click "Proceed"

CSL- View and Print Certificates

- Open any online course
- Click on the Certificates icon in the top left hand side of the screen



- Click on "View Certificates"

My Licenses

[Add New License](#)

License	Number	Expires	Certificates
MA - Construction Supervisor	123456789	4/23/2023	View Certificates

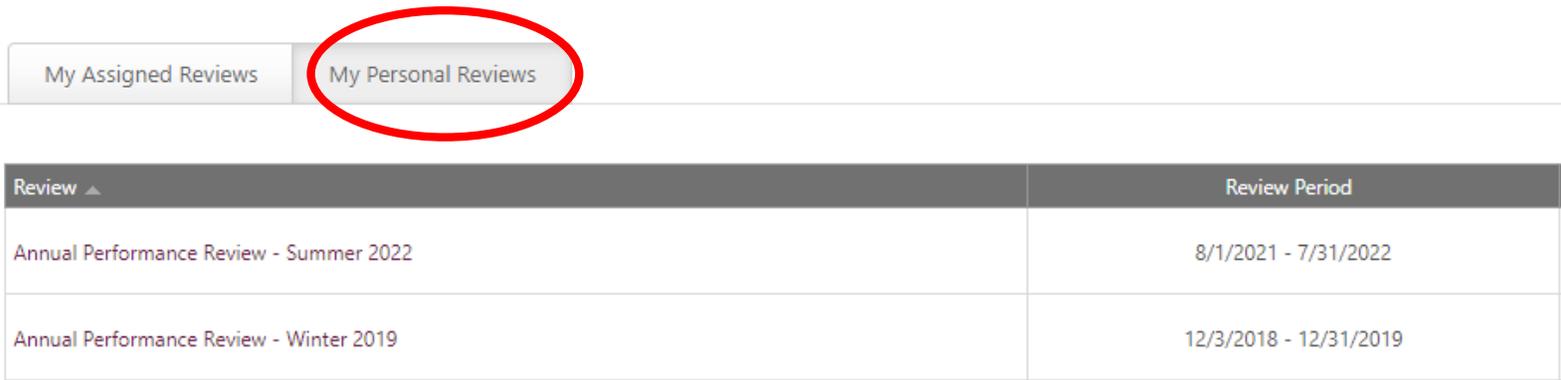
- Click the Certificate icon to view as a PDF or download

View Non License Specific Transcripts

<input type="checkbox"/>	Type	Title	Number	Provider	Applied Credit	Certificate	Credit Completion Date
<input checked="" type="checkbox"/>		International Building Code & More: Family Residences, Existing Structures and Historic Buildings <small>License Requirements: Code Review</small>	CS-9609	RedVector.com, Inc.	30		1/3/2023
<input type="checkbox"/>		Movement Joints in Brick Masonry <small>License Requirements: Elective</small>	CS-9600	RedVector.com, Inc.	30		1/3/2023
<input type="checkbox"/>		Lead Safety in Construction: Keeping You Safe and Compliant <small>License Requirements: Lead Safety (first renewal cycle)</small>	CS-9522	RedVector.com, Inc.	100		1/23/2023

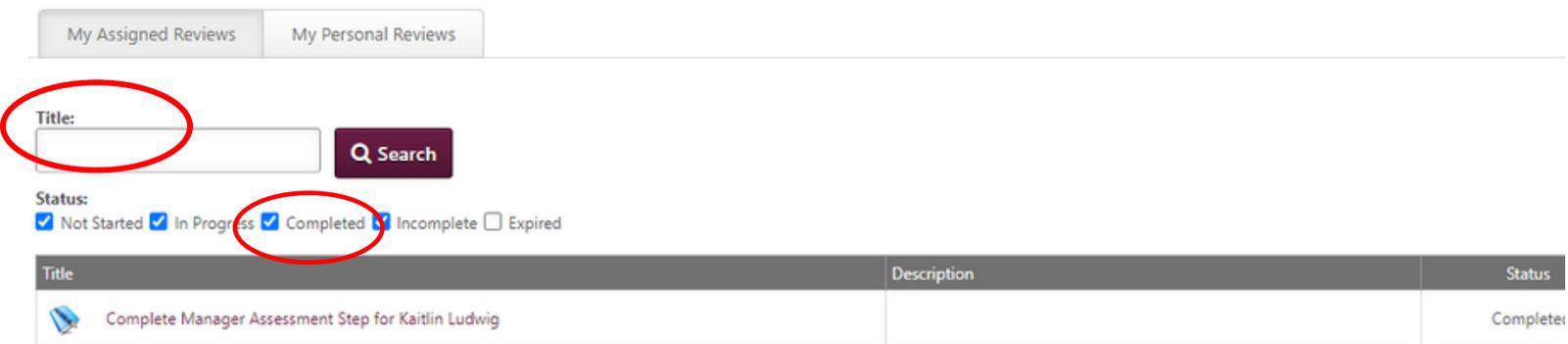
Performance Reviews and Goals

- To access past reviews, click on "My Personal Reviews"



Review ▲	Review Period
Annual Performance Review - Summer 2022	8/1/2021 - 7/31/2022
Annual Performance Review - Winter 2019	12/3/2018 - 12/31/2019

- To access team reviews, confirm that "completed" checkbox is checked
- To find a specific person, type their name in "Title" and click "Search"



Title	Description	Status
 Complete Manager Assessment Step for Kaitlin Ludwig		Completed

Menu Options

Menu Options

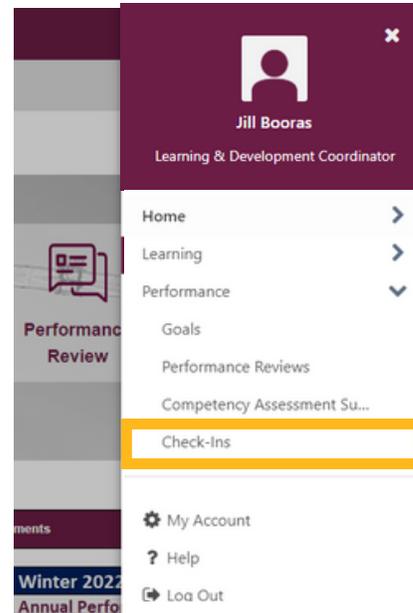
- Click the 3 lines
- Scroll down to access the menu item

The screenshot shows a user interface with a dark purple header. In the top right corner, there is a search icon, a three-line menu icon (highlighted with a yellow circle), and a close icon (X). Below the header, the user's name "Jill Booras" and title "Learning & Development Coordinator" are displayed. The main content area is partially obscured by a semi-transparent overlay. On the right side, a white menu is open, listing the following items: Home (with a dropdown arrow), Welcome, Scheduled Tasks, Universal Profile, Learning (with a right-pointing arrow), Performance (with a right-pointing arrow), My Account (with a gear icon), Help (with a question mark icon), and Log Out (with a right-pointing arrow icon). At the bottom of the screenshot, there is a table titled "Announcements" with a sub-header "Winter 2022 Annual Performance Review".

Step #	Step Name	
1	Self-Assessment	E
2	Manager Assessment	
3	Calibration	Le
4	Review/Goal Conversation	M E
5	Employee Sign-Off & Goal Update	E

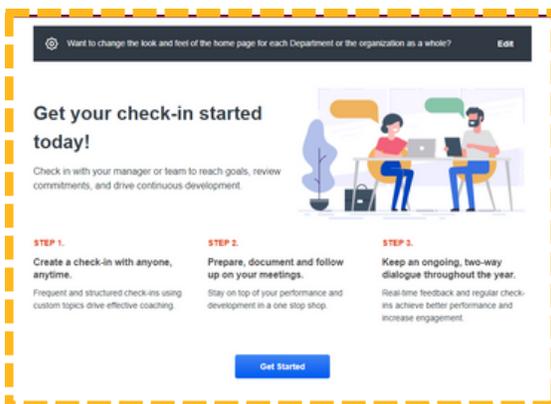
Menu Options: Performance Check-Ins

- Click on "Check-Ins"

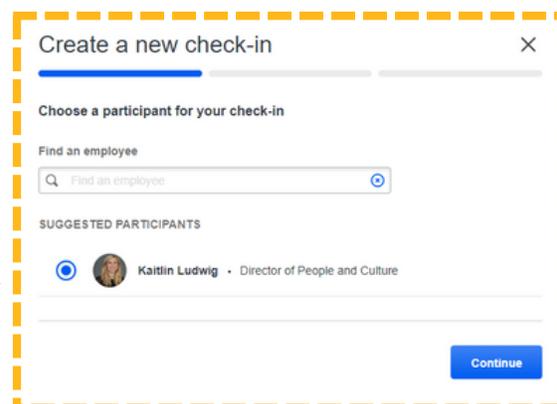


If it is your first time using the "Check-Ins" feature:

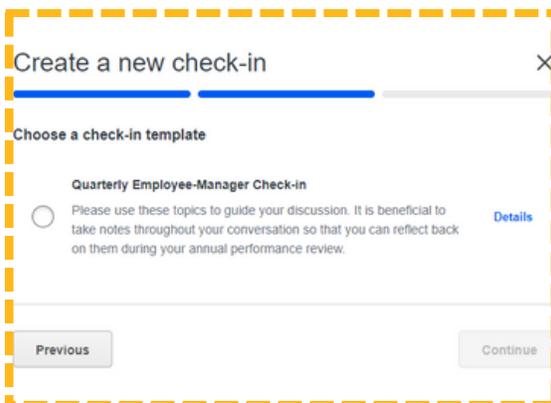
- Step 1:**
Click on "Get Started"



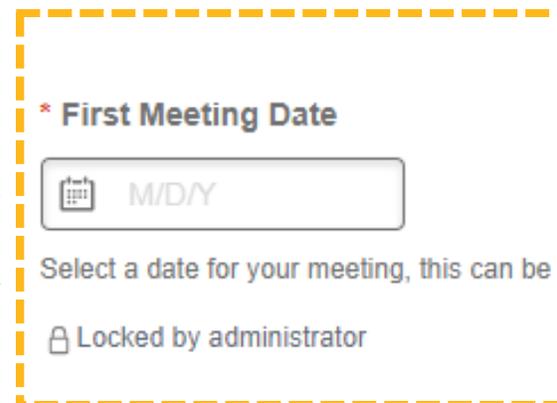
- Step 2:**
Use the search bar to choose a participant and click "Continue"



- Step 3:**
Choose a check in template and click "Continue"



- Step 4:**
Select a date for the first meeting and click "confirm"



Menu Options: Performance

Check-Ins

To update previously created check-ins:

- Click on the check-in you want to update

Welcome back

Continue or start a new check-in to drive alignment, coaching and continuous development.

UPCOMING PAST RECENTLY MODIFIED

Check-In	Follow-Ups Incomplete	Follow-Ups Due Soon	Follow-Ups Overdue	Next Meeting
 Kaitlin Ludwig Quarterly Employee Manager Check-in	-	-	-	FEB 14

Create new check-in

- Collaborative notes will be used as notes during the discussion that employee and manager agree upon during the meeting
 - *NOTE: Both parties can edit these notes
- The comments are for employee and/or manager to update in between meetings
 - *NOTE: Comments are only editable by the initial author

Feb 14, 2023



My annual goals are:

- To enhance the new hire experience including onboarding and creating materials

@Jill Booras

2023-2-23

- Implement CMiC training and documentation

@Kaitlin Ludwig

2023-2-28

2/14/2023 PST • Edited • View History • Saved

JB

The initial first round of trainings ended on 2/9. The most updated version of the playbook is attached. **CMiC Playbook**

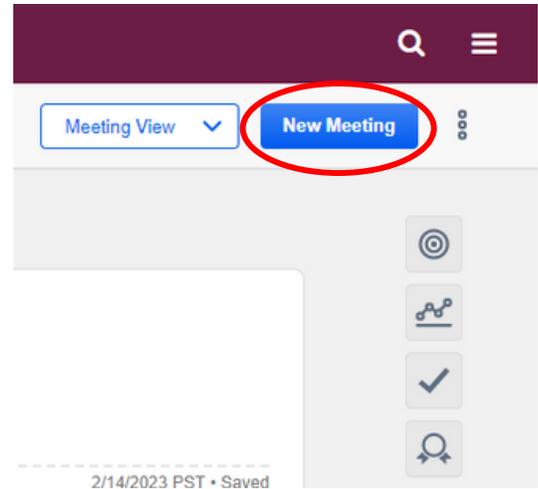
2/14/2023 PST • Edited • View History • Saved

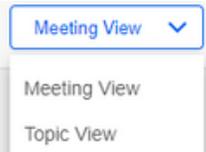
Menu Options: Performance

Check-Ins

*NOTE

- To create a new meeting, click "New Meeting"
 - This will autopopulate a date for the following quarter
- *NOTE: You can adjust the date in "Meeting View"



Picture	Item Name	Definition
	Meeting View/ Topic View	Allows you to view the screen two ways
	3 Dots	Allows you to download a meeting
	Goals	Allows you to view the goals of others in the meeting
	Follow Ups	Allows you to view the the tasks created during your meeting