

COUNTY OF HUMBOLDT

Request for Proposal - RFP #HR2014-01

APPLICANT TRACKING SYSTEM



Recruiting Cloud



Learning Cloud



Performance Cloud



Enablement Cloud

A. RFP Signature Affidavit

RFP SIGNATURE AFFIDAVIT

NAME OF FIRM:	Cornerstone OnDemand
STREET ADDRESS:	1601 Cloverfield Blvd Suite 600 South
CITY, STATE, ZIP	Santa Monica, CA 90404
CONTACT PERSON:	Courtney Searles
PHONE #:	(508) 269-9566
FAX #:	(310) 752-0199
EMAIL:	csearles@csod.com

Government Code Sections 6250 et seq., the "Public Records Act," define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the release of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above named firm and hereby agrees to all the terms, conditions, and specifications required by the County in this Request for Proposal and declares that the attached Proposal and pricing are in conformity therewith.



Courtney Searles
West Regional Sales Manager
State & Local Government
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C. Corporate/Company/Agency Profile

Cornerstone OnDemand appreciates the opportunity to respond to Humboldt County's Request for Proposal for an Applicant Tracking System. Cornerstone recognizes the value and the organizational impact that an automated and integrated Applicant Tracking system will have in assisting the County in achieving its staffing needs. For example, successfully implementing a user friendly and easy to update Applicant Tracking System will empower Humboldt County to:

- Reduce applicant confusion and time to hire by allowing applicants to apply for employment and track their status electronically with career sites that encourage agency branding and target audiences
- Generate standard and customizable reports for analysis, problem resolution and overall efficiency
- Integrate online recruitment to SunGard payroll system for seamless reporting, tracking
- Incorporate social and modern recruiting practices such as interview management, video interviewing, social referral searches via Facebook and LinkedIn, helpful interview guides and much more

Based on the requirements specified in RFP #HR2014-01 and the effect an Applicant Tracking system will have for the county, Cornerstone OnDemand is delighted to respond and propose Cornerstone's Recruiting Cloud to ensure that hiring is done effectively and efficiently. Cornerstone's Recruiting Cloud will align with the county's mission to SUPPORT its residents by ensuring the county hires the best candidates to establish a culture of leaders seeking professional growth. With the mass retirement of public sector employees occurring over the next 3 years, it is imperative that Humboldt County selects a vendor with the configurability and modernization to attract and retain millennial workers. With the Cornerstone Recruiting Cloud, the county will be able to recruit effectively by attracting the most qualified and education employees by establishing Humboldt County as an organization prepared for this next generation workforce.

As noted in RFP #HR2014-01, the county is seeking a web based Applicant Tracking System, and Cornerstone OnDemand solutions are only delivered as software-as-a-service (SaaS). We enable organizations like Humboldt County to meet the challenges they face in empowering their people and maximizing the productivity of their human capital. Cornerstone currently empowers over 14 million users (over 1 million public sector users) across 191 countries and 41 languages – representing one of the largest SaaS subscriber bases in the world.

Cornerstone OnDemand is a publicly traded company with continual double digit revenue growth year-over-year for the last several years and a 95% client retention rate due to our relentless focus on client success, a proven best-of-breed enterprise talent management solution, and a world-class services organization. Cornerstone has received best-in-class rankings for customer loyalty and satisfaction from respected analyst firms and is classified as a "Leader" in Talent Management by Forester, Gartner, and Bersin.

Our clients use our Recruiting Cloud to attract high performing and sought after professionals to improve business execution, cultivate future leaders and integrate with their external networks of contractors, vendors, and of course, citizens to find the best fit candidates. We provide a comprehensive and integrated solution that delivers the following benefits:

- **Comprehensive Functionality:** We offer four integrated cloud platforms that address all stages of the employee lifecycle. The four cloud platforms include the Cornerstone Learning Cloud, the Cornerstone Recruiting Cloud, the Cornerstone Performance Cloud, and the Cornerstone Extended Enterprise Cloud.
- **Flexible and Highly Configurable:** Clients can match the use of our software with their specific organizational processes and workflows and agency and applicant branding career and welcome pages.

- **Easy-to-Use, Personalized User Interface:** Our solution employs an intuitive user interface and may be personalized for the end user, typically based on position, division, pay grade, location, manager and particular use of the solution.
- **Software-as-a-Service Model Lowers the Total Cost of Ownership and Speeds Delivery:** Our solution is accessible through a standard web browser and does not require the large investments in implementation time, personnel, hardware, and consulting services that are typical of legacy software solutions.
- **Scalable to Meet the Needs of All Organizations:** We have built a highly scalable, multi-tenant, multi-user architecture that supports the complex needs of global corporations yet is capable of supporting deployments of any size. We currently support multiple client deployments of over 150,000 users, including one client with over 700,000 users.

Cornerstone OnDemand's comprehensive and integrated talent management solution serves as a robust technology platform that will scale with government organizations as they look to incorporate their recruiting and staffing vision as part of an overall talent management strategy; however, for the purpose of this RFP, we will stay focused on the organizational benefits specific to the Cornerstone Recruiting Cloud for the county, per the requirements specified within RFP #HR2014-01.

Cornerstone OnDemand has industry experience working with various public sector agencies across the country and has proven methodologies and best practices to effectively implement, deliver, and drive user adoption. Our 1,600+ global clients include multi-national corporations, large domestic enterprises, mid-market companies, federal, state and local government organizations, health care providers, and non-profit entities, such as US Department of Treasury, State of Nebraska, State of North Carolina, San Mateo County, Orange County, Haemonetics, Palo Verde Hospital, Pearson Education, Barclays Bank PLC, TransCanada Pipeline, Liberty Mutual Insurance Company, The Shaw Group, McDermott, Starwood Hotels & Resorts Worldwide, Inc., United Supermarkets, and Virgin Media Limited. While most of our deployments encompass all employees at a given client, many also include the employees of the extended enterprise of that client, such as employees of the client's customers, vendors, distributors, and citizens.

Based on the information shared in RFP #HR2014-01, we believe that Cornerstone OnDemand's proven Recruiting Cloud, coupled with our public sector experience and expertise, represents the necessary qualifications needed to exceed expectations for the county's defined applicant tracking project. We have been able to combine a full applicant tracking system with social and innovative features such as interview management, video interviewing, social referral searches via Facebook and LinkedIn, helpful interview guides and questionnaires and much more. We will provide the county with a simple, yet robust, Recruitment System, with a user-friendly interface and 100% web-based delivery to promote high employee and candidate adoption and engagement that can be implemented quickly, while optimizing the county's staffing vision and providing a strategic talent management platform for the future. Thank you for the opportunity to respond to RFP #HR2014-01 for an Applicant Tracking System. We look forward to our continued dialogue around this exciting partnership opportunity with the Humboldt County.

1. Proposer's Business name, legal business status and company size (total number of current staff).

Cornerstone OnDemand
1601 Cloverfield Blvd
Suite 600 South
Santa Monica, CA 90404
Publicly traded Corporation: CSOD/NASDAQ

2. An overview of Proposer's current and previous business activities, including:

- a. The history of Proposer's firm.
- b. The number of years Proposer has been operating under the present business name, and any prior business names under which Proposer has conducted services equivalent to those presented in the Proposal.
- c. The number of years Proposer has been providing services equivalent to those presented in the Proposal.
- d. Proposer's mission statement.
- e. The total number of applicant tracking systems developed for government agencies that utilize a Civil Service or Merit system environment with varying rules and regulations regarding employment processes.

Headquartered in Santa Monica, CA. Cornerstone has been offering talent management solutions since its inception 14 years ago. Cornerstone offers a comprehensive talent management cloud solution that our clients use to develop, connect, evaluate and engage their employees, customers, vendors and distributors. We deliver our solution on-demand to our clients whom access it over the Internet using a standard web browser. We built our entire solution organically using a single code base and a multi-tenant, multi-user architecture that we host in our data centers. Our integrated software offering consists of four cloud solutions including the Cornerstone Learning Cloud, the Cornerstone Performance Cloud, the Cornerstone Recruiting Cloud, and the Cornerstone Extended Enterprise Cloud. Our mission is to source and recruit top talent, develop employees throughout their careers, engage all employees effectively, improve business execution, cultivate future leaders and integrate with their external networks of customers, vendors and distributors. We currently are deployed to over **14 million** users across 190 countries and 41 languages. Some important figures illustrate the company's current standing and ongoing success:

14	Years in business
12	Global offices with headquarters in Los Angeles
1000	Employees globally
100%	True multi-tenant Software-as-a-Service (SaaS)
14+M	Over 14 million Subscribers across all product platforms
1	Organically developed product: no acquisitions or old versions
95%	Client retention rate
190/41	Deployed in 190 countries in 41 languages

Four Cloud Platforms, One Integrated System

Cornerstone's integrated talent management suite covers the employee lifecycle from acquisition and onboarding through learning management and performance measurement to succession planning (and even outside to your customers and partners). Start with the full suite or use any of the four clouds separately. Our talent management system that is built organically and can grow with your needs.



Proposed

Recruiting Management

- Requisition/Vacancy management
- Collaborative review and ratings
- Social recruiting
- Talent Communities
- Custom Career Site portals

Benefits to Your Business:

- Increase productivity
- Single source the truth
- Leverage professional and social networks
- Shortlist candidate pools
- Unlimited career site creation



Learning Management System (LMS), Compliance Management & Social Collaboration

- E-learning delivery
- ILT administration
- Virtual classrooms
- LCMS / content management
- Compliance and certifications
- Rich user profiles
- Community building
- Social learning tools
- Blogs, wikis, status updates
- Discussions, RSS feeds

Benefits to Your Business:

- Increase productivity
- Fill skill gaps
- Link to performance appraisal
- Lower administration costs
- Reduce compliance risk
- Employees work smarter and faster
- Enable connections between people
- Boost employee performance
- Better expertise location
- Drive innovation



Employee Performance, Compensation & Succession Management

- Performance reviews
- Goal management
- Compensation planning
- Competency assessments / 360s
- Observation checklist
- Development planning
- Succession plans
- 9-box plans (or other metric grids)
- Talent pools
- Career pathing
- Organization charts
- Internal recruiting

Benefits to Your Business:

- Increase visibility into employee performance and productivity
- Make reviews more meaningful
- Grow a competency-driven culture
- Align day-to-day tasks with organizational objectives
- Link performance and pay
- Identify/track high potential employees
- Improve employee retention
- Grow your bench strength
- Plan for long-term organizational health
- Chart organizational scenarios



Empowering the Extended Enterprise

- Customer training portals
- Training-for-profit / e-commerce
- Partner enablement portals
- Training and certifications
- Volunteer Management

Benefits to Your Business

- Increase customer and partner product knowledge
- Cut customer care costs and drive loyalty
- Increase channel effectiveness
- Effectively certify reseller networks

Client Base

Cornerstone helps organizations of all sizes to optimize workforce productivity by recognizing that you don't just want to measure your people, you're looking to engage, align and develop them to their fullest potential. Cornerstone provides industry-leading talent management solutions for organizations of any size, across all industries. Our client list is cross vertical and industry agnostic due to our product's ability to meet the varying process and workflow needs across these industries. Cornerstone has implemented hundreds of clients both large and small across multiple industries.

TECHNOLOGY & MEDIA



FINANCIAL SERVICES



MANUFACTURING



RETAIL & DISTRIBUTION



HEALTHCARE



PUBLIC SECTOR



EDUCATION



COMMUNITY SERVICES



BUSINESS SERVICES



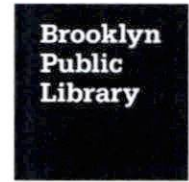
Vendor Neutral Analyst Recommendations

In advance of our selection as a finalist for your business and to further your selection process, we encourage you to reach out to industry analysts Bersin & Associates (Josh Bersin) and Gartner (Carol Rozwell).

www.gartner.com

www.bersin.com

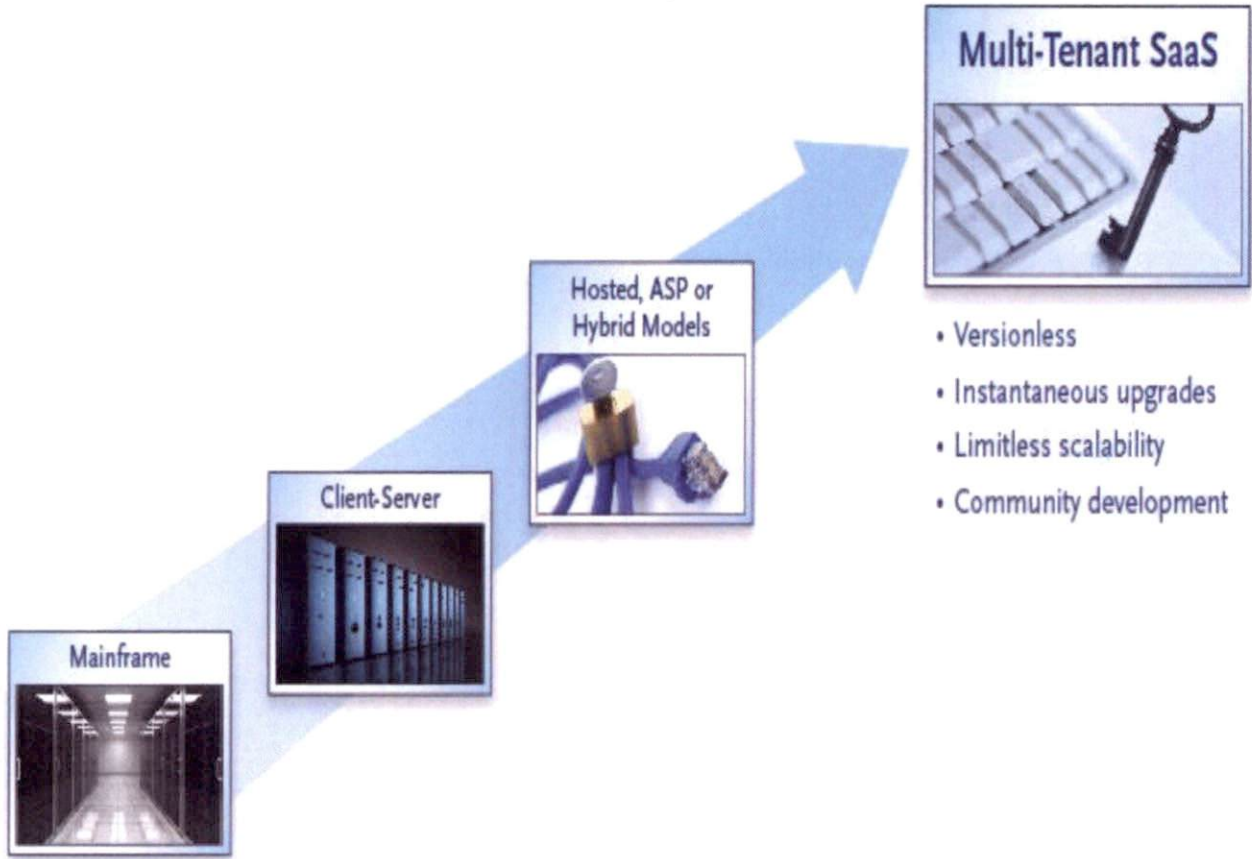
Some of our featured public sector clients include:



The Power of Real Multi-Tenant Software-as-a-Service (SaaS)

What is Software-as-a-Service (SaaS)?

On-demand software (most commonly called Software-as-a-Service or just SaaS) is a software delivery model in which applications are hosted and managed by a vendor and made available to customers over the Internet. Thanks to the rapid development of these Web-based services, savvy organizations are pushing aside traditional, cumbersome legacy applications in order to realize rapid, tangible business benefits. Software-as-a-Service has proven repeatedly to be a successful and lasting solution for organizations of all sizes and types – from the largest multinationals, to small businesses and non-profits.



The Benefits of Real, Multi-Tenant SaaS

✓PARTNERSHIP

The SaaS subscription licensing model and versionless nature of the product ensure world-class customer care every day. In other words, SaaS vendors don't sell you software and then disappear until upgrade time (or pass the costs of supporting multiple legacy products on to you).

✓EASY CONFIGURATION

Allows for configuration, not costly customization. Make sure you ask your vendor how changes are made in the system and how the system can be configured to match your workflows.

✓MORE CONTROL IN YOUR HANDS

SaaS puts more tools in the hands of the client. Don't wait for the vendor to make changes or tweak important configurations.

✓RAPID DEPLOYMENT

Implementation timeframes measured in days and weeks – not months or years.

✓LOW MAINTENANCE / LOW IT NEEDS

Versionless software means you are always on the most current version with the latest innovations available to you. No messy upgrades, no abandoned product lines.

✓LIMITLESS SCALABILITY

Modern SaaS infrastructure scales rapidly with the vendor adding relatively inexpensive storage. Nothing for the client to buy or maintain in terms of networks or hardware.

Pure SaaS

Not all clouds are the same

			
Delivery Models	Multiple	Multiple	1
Product Versions	Multiple	Multiple	1
Guaranteed Availability	No	No	99.5%
Seamless Upgrades	No	No	Yes (4 Per Year)
Instant Scalability	Partial	Partial	Yes

Fully Organic Software

Cornerstone is offered as a set of bundled modules. The entire suite can be rolled out for a full talent management platform or individual modules can be implemented to provide strategic point solutions. All functionality is developed in-house by Cornerstone and not cobbled together through acquisition.



Cornerstone
ON DEMAND Empowering People



Cornerstone
ON DEMAND Empowering People

successfactors™
BUSINESS EXECUTION SOFTWARE
Acquired by **SAP**

Taleo X
Acquired by **ORACLE**

saba.

SumTotal^{||}
Acquired by **VISTA EQUITY PARTNERS**

peoplefluent™
Acquired by **Bedford Funding**



successfactors™ BUSINESS EXECUTION SOFTWARE
cubetree
POWERED BY **INFORM**
JAMBOK
PLATEAU
YOU CALC
Nuvosoft
jobs2web

Taleo X
WVC
JOBFlash
Learn.com The Knowledge Platform
CYTIVA SOFTWARE INC
Recruitforce.com GREAT TALENT. ZERO PAPER.
VURV
WetFeet
white-amber
Jobpartners^{||} PEOPLE MANAGEMENT MADE EASY.

saba.
saba.
Vista
Centra
Pedagogue A Global Online Learning Provider
comartis

SumTotal^{||}
click2learn
Softscape
mindsolve
CyberShift
BACENT
DKSystems
Pathlore
geo
ACCERO

Peopleclick
Itiliti
Optimum HR
hire.com
Criterion Incorporated
PRI Associates
Authoria
Claybrooke & Associates
Advanced Information Management, Inc.
aquire

Established Market Leadership

“LEADER”



Gartner

2013 *Magic Quadrant for Talent Management Suites*

- Performance, succession & learning functionalities are **best in class**
- Intuitive suite receives high scores from customers on **ease of use**
- **Customer experience** better than industry averages
- **Customer feedback** better than average

“LEADER”



FORRESTER

2013 *Forrester Wave for Talent Management*

- A “forward-looking company”
- **Flexible/adaptable** products
- Making **mobile and social** “everywhere”
- Significant investment in non-US localization

“LEADER”



IDC
Analysing the Future

2012 *Integrated Talent Management Marketscape*

- **Strongest functional capabilities** and depth of capability of individual modules
- **True multitenant SaaS** for scalability
- Very high scores in **customer service**

Cornerstone
ON DEMAND Empowering People

CORNERSTONE RECEIVES TOP GRADES IN GARTNER, IDC & FORRESTER STUDIES

Flagship industry analyst reports published by leading firms Gartner, IDC and Forrester Research have identified Cornerstone OnDemand as a market “leader” among talent management vendors.

Other companies may be rushing to fill out their functional offerings and make the switch to SaaS, but Cornerstone has been there from the beginning.

Independent Analysis for a Crowded, Shifting Marketplace

The talent management marketplace is a crowded one despite waves of merger and acquisition activity. It is also a fast-growing market with lots of potential.

To make sense of it all, vendor analyses by the major industry research firms are offered in many forms – quadrants, waves, scapes, and scopes. In the end, there may be no single perfect research model or any one report that will solve all your procurement challenges. But taking all of these analyst reports together, you can certainly make out some patterns. Call it crowd-sourcing the analysts.

In the past year, we’ve seen the publication of three well-known vendor and market studies.

IDC Marketscape: Worldwide Integrated Talent Management 2012 Vendor Analysis (April 2012);

Forrester Wave: Talent Management Q1 2013 (March 2013).

2013 Magic Quadrant for Talent Management Suites (March 2013)

Cornerstone is a Triple "Leader"

Cornerstone OnDemand has been recognized as a "Leader" (highest possible ranking) in **all three** of these publications. This research covers a wide spectrum from standalone performance management and learning management systems to fully integrated suites for integrated talent management.

The analysts call out specific areas of strength for Cornerstone OnDemand:

- Cornerstone's performance, succession, and learning functionalities are best-in-class (Gartner);
- Customer experience and feedback better than industry averages (Gartner);
- Customer references have been strong (IDC);
- Flexible and adaptable products (Forrester);
- Intuitive suite receives high scores from customer on ease of use (Gartner);
- Making mobile and social "everywhere" (Forrester);
- Our true multi-tenant Software-as-a-Service architecture delivers real scalability (IDC).

These industry analysts labor hard to produce independent, objective research reports that can serve as one tool in your holster for evaluating talent management vendor. Cornerstone OnDemand has and continues to be recognized by leading organizations for the company's business performance, client service and product innovation.

3.A detailed description of any fraud convictions related to public contracts (if applicable).

None. Not applicable.

4.A detailed description of any current or prior debarments, suspensions or other ineligibility to participate in public contracts (if applicable).

None. Not applicable.

5.A detailed description of any federal or state violations of industry or regulatory requirements (if applicable).

None. Not applicable.

6. A detailed statement of qualifications, including:

- a. The number of staff that will be providing services to the County.
- b. The physical location address of all facility(s) from which services to the County will be provided, and the staff allocation at each facility.
- c. Identification of the project manager, alternate project manager, and key project team members, including an organizational chart and resumes of each representative.
- d. A summary of the experience and technological expertise of the staff members who will provide services to the County, including specific experience with other public agencies.
- e. The name, position, phone number, and email address for each person responsible for day-to-day customer service.

Once a contract has been executed, Cornerstone will assign Humboldt County with a dedicated Implementation team. The specific personnel assigned to the project will vary based on a number of factors including, but not limited to, the time when the contract is executed. However, it should be noted all Cornerstone Implementation personnel have years of experience in their role, at either Cornerstone, or elsewhere in the on-demand software industry. Additionally, all personnel have successfully completed comprehensive Cornerstone-specific training and mentoring.

The entire implementation and ongoing support process is overseen by the Vice President of Consulting Services, Kirsten Maas Helvey. Ms. Helvey is very involved with our clients and is an expert on their business needs to ensure that Cornerstone becomes a trusted partner for talent management by meeting all strategic and mission critical goals for the client.

Kirsten Maas Helvey - Senior Vice President, Client Success

Kirsten Maas Helvey has an extensive background in the implementation of hosted and internal enterprise software applications. Helvey is responsible for overseeing all aspects of the client experience with Cornerstone. She provides project management experience as well as process improvement expertise, and is responsible for effectively implementing and integrating Cornerstone's Talent Management Suite using best-of-breed methodology developed from client best practices. Helvey has used her expertise to develop and grow Cornerstone's global Consulting Services organization. Helvey came to Cornerstone from PricewaterhouseCoopers and IBM Business Consulting Services where she was a member of the Supply Operations Strategy Group. She has extensive experience providing operational expertise to Fortune 500 companies for large-scale, complex, re-engineering and cost reduction initiatives using enabling technologies. Helvey holds a BA in English Literature from Skidmore College in New York. She is a member of Women in Technology International (WITI) and the American Business Women's Association (ABWA).

She is responsible for managing the teams who will work directly with the client to implement the Cornerstone solution. Our SVP of Client Success has oversight for the entire Implementation Team and Technical Consulting Team. In addition, clients will have an Executive Sponsor and Account Manager who are ultimately responsible for the overall success of the relationship. The defined implementation issue-escalation process at Cornerstone OnDemand is two-fold: First, every project is assigned an implementation manager who has responsibility to assist the client in documenting known risks, mitigation tactics, and ongoing issues during the project. The implementation manager will assist the client with identifying the priority of issues and the implementation manager will work through his/her normal managerial chain to ensure that all high-priority issues receive appropriate visibility and action. Secondly, in addition to the implementation manager, every project is assigned an executive sponsor from our Consulting Services leadership team to ensure project milestone achievement and quality delivery of our services. This person is responsible for contacting the client throughout the implementation process to discuss any pending issues or mitigation tactics, and gauge overall satisfaction and project progress. If the client experiences an issue and requires escalation outside of this process, the client is welcome at any time to contact our VP of Service Delivery and/or the assigned Executive Sponsor.

Project Roles/Key Personnel

Assignment of specific key personnel will depend upon the timing of contract award. Cornerstone OnDemand will provide actual resumes for Key Personnel shortly after of contract award.

Cornerstone OnDemand Team Roles		Client Team Roles	
Executive Sponsor	<ul style="list-style-type: none"> • Endorse the solution • Serve as the Relationship Manager for Client • Monitor project status and ensure resource commitments are met • Resolve High Level Issues / Risks 	Executive Champion	<ul style="list-style-type: none"> • Endorse the solution • Serve as the Relationship Manager for the Cornerstone Account Manager • Monitor project status and ensure resource commitments are met • Approve the Rollout Plan and Configuration • Resolve High Level Issues / Risks

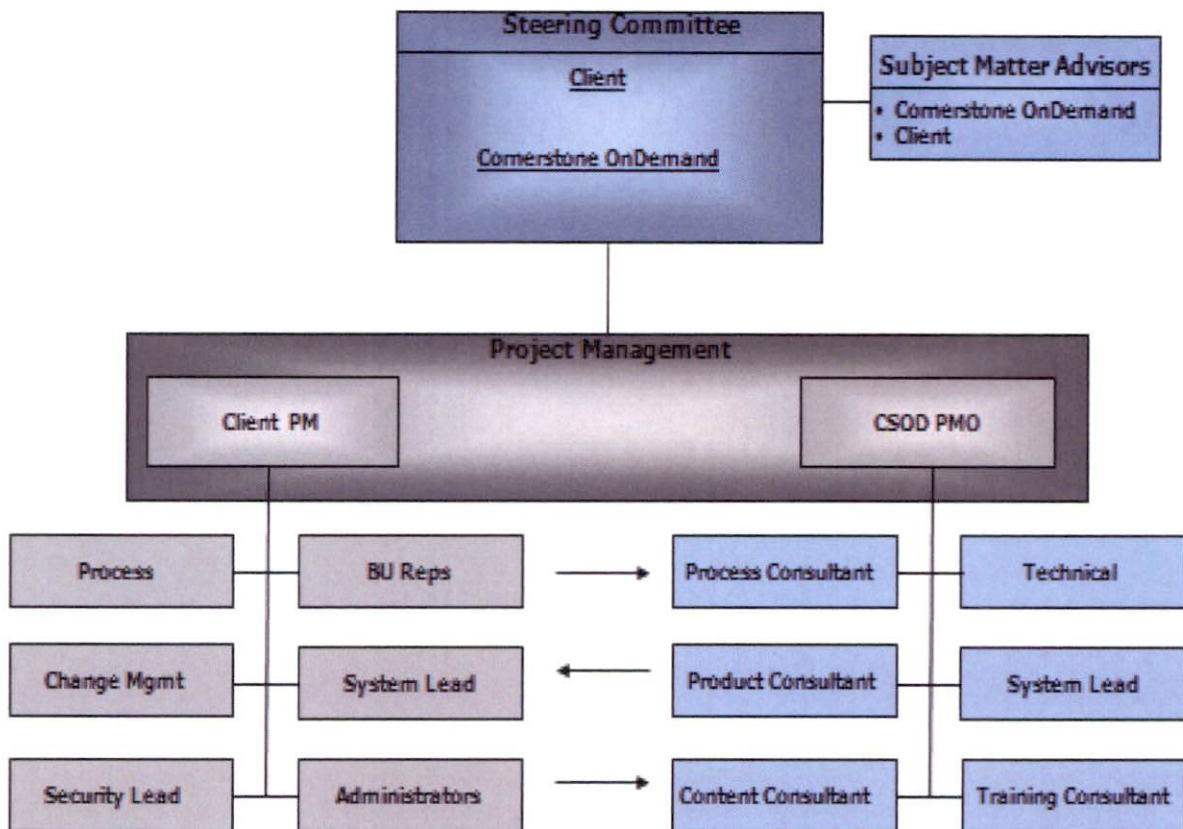
Cornerstone OnDemand Team Roles		Client Team Roles	
Engagement Manager/Project Manager	<ul style="list-style-type: none"> • Manage project staffing and milestones • Ensure completion of project deliverables • Manage Issues and Resolutions 	Project Manager	<ul style="list-style-type: none"> • Manage project staffing and milestones • Ensure completion of project deliverables • Manage the Rollout Plan
Integration Consultant	<ul style="list-style-type: none"> • Ensure portal creation • Assist Design and build necessary customizations • Process data feed files and data integrations 	Systems Lead	<ul style="list-style-type: none"> • Responsible for completing Preliminary Data Request (PDR) and ensuring proper systems integration • Provide client specific reporting examples

Training Consultant	<ul style="list-style-type: none"> • Create the Admin training agenda • Deliver Administrator training to Client 	System Administrator(s)	<ul style="list-style-type: none"> • Become self-sufficient in product administration • Become responsible for any configuration changes after the Configuration Support Services project has been completed • Serve as a primary point of contact for Cornerstone Customer Care after the Configuration Support Services project has been completed
Subject Matter Experts (SMEs)	<ul style="list-style-type: none"> • Provide software and process expertise • Provide input on issues or risks 	Business Unit Representatives	<ul style="list-style-type: none"> • Provide business unit specific knowledge regarding data and roll-out requirements • Participate in configuration reviews
Account Manager	<ul style="list-style-type: none"> • Begin hand-off from Sales and Consulting for long-term customer support • Participate in Project kick-off meetings 	Change Management	<ul style="list-style-type: none"> • Manage change management and communication plans • Train end users

Cornerstone OnDemand expects that the following roles and responsibilities will be necessary to deploy the Client's system as well as approximate time commitments by role:

Role	Responsibilities
Executive Champion	<ul style="list-style-type: none"> ▪ Initial Project Scoping ▪ 'Level Setting' of Expectations ▪ High Level Issues/Risk Resolution
Project Manager	<ul style="list-style-type: none"> ▪ Day-to-day Implementation Process Management ▪ Issue Reporting
Systems Lead	<ul style="list-style-type: none"> ▪ Complete Technical projects ▪ Provide Client Specific Reporting Examples
BU Representatives	<ul style="list-style-type: none"> ▪ Provide Business Unit Specific Information and Roll-out Plan
Administrators	<ul style="list-style-type: none"> ▪ Post Go-Live System Administration
Change Management	<ul style="list-style-type: none"> ▪ Training Guides and Classes <ul style="list-style-type: none"> ▪ End Users ▪ Marketing and Communications Plan

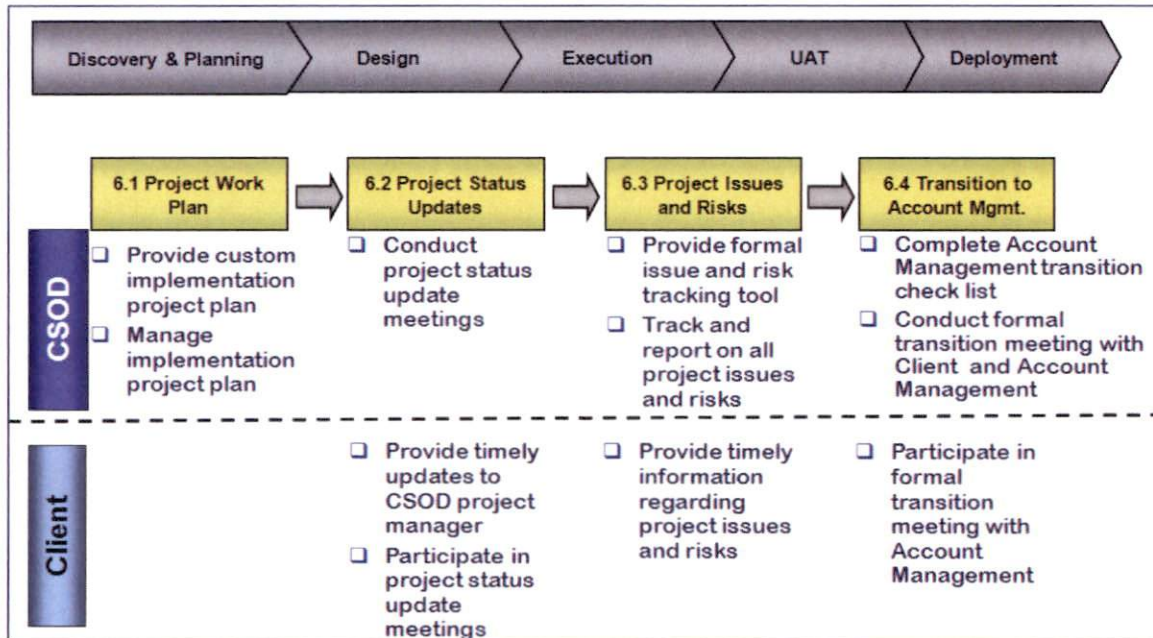
Implementation Team Structure



Cornerstone follows the Project Management Body of Knowledge (PMBOK) PM discipline, which includes assigning a project manager, and team, developing PMBOK-compliant project plans and planning process. Cornerstone OnDemand has compiled tools and best practices for a Cornerstone implementation, which provides a “project toolkit”. The method provides templates for deliverables in all phases of the project as well as template project plans. Cornerstone OnDemand provides all implementation consulting for deployment of the solution. Our services team provides best-practices consulting on the configuration of Cornerstone, integration of Cornerstone with existing systems, and the deployment process through utilizing a proven methodology.

The Cornerstone Project Manager will conduct a weekly call with the client’s main administrative team to check in on the project completion process and to share best practices surrounding configuration. We are in front of you every week to address questions as they come up. The communication aspect of the implementation process will be the mechanism for engaging and educating Stakeholders, and building understanding of and commitment to the project. Cornerstone will work with the client to develop an approach that will motivate and engage stakeholders, thereby ensuring that they co-operate and contribute to the success of the project. It will also create understanding of the importance of the client as well as the individual’s role as part of the project. Feedback mechanisms will be imbedded in all individual communications to enable leadership and project management to know how the project is progressing.

Ongoing: Project Management:



• Project Management Templates

a. **Project Scope:**

b. **Microsoft Project Plan:** Master project plan which includes actual task names, durations, start dates, finish dates, dependencies, resource assignments, and milestones. The updated plan reflects the solution and project scope/approach as defined by the Functional Specification document. Document Type = Microsoft Project 2003.

c. **Project Task List:** Detailed project task list which includes all task names, durations, start dates, finish dates, dependencies, and assigned resources. Utilized as an alternative to the project plan for team members who may not have Microsoft Project. Document Type = Microsoft Excel.

d. **Project Status Update:** Document which is utilized during each project management meeting (typically weekly) to clearly show action items completed, current action items, and future action items for each period. Document also contains a project summary position (i.e. progress) for each period via status indicators (Red, Amber, Green) for the current and prior periods. Document Type = Microsoft Word.

e. **Meeting Agenda & Minutes:** Document utilized to organize all project meetings and capture all pertinent notes. Document Type = Microsoft Word

f. **Issue Action Log:** Document utilized to capture all project issues raised. Data captured includes the issue/action description, who raised the issue, date opened, assigned to, status, resolution/follow up, and date closed. Document Type = Microsoft Excel.

• Design Templates

a. **GAP Analysis:** Document utilized to capture all software functionality gaps discovered as part of the 'Design' phase. Data captured includes the category, short description, long description, criticality, complexity, timing sensitivity, and development priority.

Sample Deliverables

The image displays three sample deliverables from a project management tool:

- Project Plan:** A Gantt chart showing task timelines. Key tasks include:
 - Client Cornerstone Launch (115.75 days, Mon 1/24/06 to Fri 7/4/06)
 - Project Start Approval (0 days, Mon 1/21/06 to Mon 1/21/06)
 - Active Directory Data source comparison (70% completion) (10 days, Mon 1/21/06 to Fri 2/2/06)
 - Content Migration (40 days, Mon 1/24/06 to Wed 4/11/06)
 - Build/Soft Content (2.5 days, Mon 1/24/06 to Wed 1/25/06)
 - Identify Build/Soft items for Client Library (2.5 days, Mon 1/24/06 to Mon 1/21/06)
 - Import ADCC files for Client Library (1 day, Mon 1/21/06 to Tue 1/22/06)
 - Identify On/Off for knowledgebase content with Client (1 day, Tue 1/22/06 to Wed 1/23/06)
 - Knowledge Base Content (8 days, Mon 1/24/06 to Thu 1/28/06)
 - Identify courses to be migrated as knowledge base (4 days, Mon 1/21/06 to Thu 1/24/06)
- Weekly Status Reports:** A screenshot of a report titled "Cornerstone OnDemand Project Status Update Report via Implementation". It includes fields for "Prepared by" (Christopher Savage), "Date" (10/17/08), and "Project Phase" (S.A.). A legend indicates status colors: Red for "Not Started", Yellow for "In Progress", and Green for "Completed".
- Issues-Actions-Decisions-Questions:** A table with columns for "Item", "Status", "Assigned To", and "Status". It lists various project issues such as "There may need to be data cleanup performed to capture the necessary user data" and "Change Management needs to address the cultural changes associated with edge services".

Cornerstone also employs the following templates to minimize project rework:

- Project Kick-off Meeting Presentation:** Document utilized for project kick-off which covers project overview and scope, objectives, and an overview of the implementation which includes: project team structure, roles and responsibilities, Cornerstone OnDemand implementation methodology, tasks, and deliverables. This document is utilized for level setting the client's project team. Document Type = Microsoft PowerPoint.
- Configuration Workbook:** Document utilized to capture Cornerstone OnDemand system configuration settings. This document is based off of the solution overview as outlined in the Functional Specification document and includes detailed information regarding system preference settings (display preferences, available languages, time zones, navigation tabs and links, etc.).
- Email Management Worksheet:** Document utilized to provide recommended system email trigger settings and to capture any client specific email settings or modifications.

CORNERSTONE PROJECT MANAGEMENT: POTENTIAL STAFF RESUMES

Jeff Meyers – Sr. Manager, Service Delivery

PROFILE:

Over fifteen years of diversified experience in management, service delivery, sales, learning/talent/ERP software, customer support, IT staffing & recruiting, education, training and operation of information systems technologies within the public & private sectors.

- Proven global leadership and success working for 5 top 10 software leaders
- Successful delivery of 1,700+ service engagements
- Possess a strong understanding of software, technology and services marketplace both domestically and internationally
- Highly customer focused, team builder with strong communication and presentation skills
- Service management expertise including best practice, P&L, forecasting, estimating, contract review, negotiation and business analysis

PROFESSIONAL EXPERIENCE:

Cornerstone OnDemand, Santa Monica, CA (2012 – Present)
Sr. Manager Public Sector Service Delivery/Project Management

Responsibilities:

Manage Public Sector client service delivery of all SaaS based Learning and Talent Management software implementations. Direct program management responsibility for overseeing project delivery team for large-scale 5 year federal government project. Oversee national service delivery teams in other public sector areas – State, Local Government, K-12, Higher Education and non-profit organizations.

Selected Accomplishments

- Successfully program manage the largest Public Sector customer project to date
- Building a rapidly growing and talented national service delivery organization
- Continuously improving professional service delivery efficiency in operations and implementation
- Services project delivery growth of 165% in the first 6 months
- Assist PS Sales team in net new and back sell opportunities
- Improved business process in the areas of personnel security, administration, support and customer satisfaction results

MCC, Frederick, MD (2011 – 2012)
Principal Consultant

Responsibilities:

Direct effort on evaluating and improving best practice efficiency, business process, increasing gross profit, net operating income and improving business performance metrics within IT software/service delivery organizations. Focused on providing real world proven consultative strategic services to companies, evaluating partners, integrating software solutions/toolsets, methodology convergence, or pre & post acquisition business game plans.

Selected Accomplishments

- Improved multiple customer to vendor partner alliance relationships
- Continuous and improved professional service delivery efficiency to global multi-billion construction company by best practice metric recommendations and implemented changes
- Measurable service delivery success stories working with customers in the Petrochemical, Chemical, Refining, and Energy industries

Technisource, Richmond, VA (2008 – 2010)
Managing Director

Responsibilities:

Responsible for branch performance in the areas of professional IT staffing, recruiting and service solutions. Direct effort on hiring top IT talent, increasing revenue, gross profit, net operating income and improving overall branch performance metrics. Reported directly to the Regional Vice President.

Selected Accomplishments

- Exceeded service revenue attainment to budget for 2009, #2 in regional service revenue 2009 & 2010
- Mentored a growing professional consulting delivery team of 150+
- Successfully managed service delivery for one of the largest multi-year service contracts (Value \$27M)
- Services revenue attainment per headcount - Top 15% nationally
- Increased billable headcount growth month to month
- 38% contract revenue growth year over year

Infor Global Solutions, Atlanta, GA (2000 - 2008)
Regional Vice President Professional Services

Responsibilities:

Responsible for financial, human capital, talent, performance and expense management practices. Managed the Americas \$50M+ service practice P&L, 8 consulting service sales managers and 150+ staff. Direct effort on increasing revenue and profitability, improving customer satisfaction and service delivery in the Americas. Reported directly to the Senior Vice President of Americas Services.

Selected Accomplishments

- 109% Revenue attainment to budget FY2006-FY2008
- 126% Hospitality revenue attainment to budget FY2006-FY2008
- Direct involvement in the successful integration of 16 acquisitions
- Increased service profitability by decreasing organization costs \$5.9M
- Developed and implemented improved service metrics for 7 business groups within the region
- Improved and grew partner alliances, gross margin increased to 38% and royalties grew 235%
- Represented entire service organization as a member of the Global Travel Review Council

SSA Global, Chicago, IL (2002 - 2006) Acquired by Infor Global Solutions
Computer Associates, Herndon, VA (2000 - 2002) Interbiz group acquired by SSA Global
Director Professional Services - North America

Responsibilities:

Reported directly to the Vice President of professional services. Managed a \$26M P&L service practice and 80+ staff. Directly responsible for the financial and human capital management application product implementations, project management and education training. Involved with sales, presales, application development, training and product support groups supporting a global delivery model.

Selected Accomplishments

- Repeatedly recognized by North America Sales President for outstanding team support
- FY2001 ranked #1 of 7 country managers in service revenue
- Played an integral part in acquisition integration, initial public offering, and company sale
- Built a more experienced team of seasoned managers and service professionals
- Increased billable service delivery headcount 75% within first 5 months
- Implemented enhanced project management and client engagement methodologies resulting in improved service delivery, profitability, and client satisfaction
- Created service engagement group responsible for best practices, solutions portfolio and pricing
- CEO selected "Top 100" Global Managers

MicroAge, Inc., Gaithersburg, MD/Reston, VA (1998 - 1999)
Pride Technologies, Reston, VA (1997 - 1998) Acquired by MicroAge
National Service Sales Director (1998 - 1999)
Regional Service Sales Director (1997 - 1998)

Responsibilities:

Reported directly to the regional Vice President of National Services. Directly responsible for service delivery leadership and comprehensive support to 10 service branch managers and 300+ technical consultants within the mid-Atlantic region. Primary focus was to drive integration service revenue within large-scale enterprise accounts, increase utilization and service profitability. Involved in national service pricing, solution design, branch office certification/audits, service forecasting, resources and contract review.

Selected Accomplishments:

- Responsible for the successful sales of significant outsourcing opportunities that accounted for \$15M in annual service revenue for FY1999
- Exceeded team goal of \$230M in national services revenue for FY1999 by 10%
- Regional monthly service revenue consistently exceeded rev. target with 38% gross profit
- Quarterly regional service revenue growth consistently exceeded 20%
- Directly involved in obtaining team goal of \$145M in national services revenue for FY1998
- Quarterly regional service revenue consistently grew at 20%

1996 National Presidential Campaign, Washington, DC (1994 - 1997)
Director of Information Systems & Network Services

Responsibilities:

Managed all technology operations for national campaign headquarters, aircraft, and field operations. Oversaw all enterprise-wide technology requirements, systems design, deployments, cabling, security and support operations to 400 staff in 10 divisions. Established strong partnerships with distributors, value-added resellers, and system integrators for all technology procurement and services. Managed all internal and external IT support teams. Technical liaison between presidential campaign & support entities.

Selected Accomplishments:

- Trusted advisor to candidate, campaign manager, advance, finance and communications teams
- Successfully implemented and managed time critical network
- Executive committee member of the original web site development and launch team (Campaign web site proclaimed #1 by various media organizations)
- Provided ongoing post-election support to legal counsel and campaign officials during FEC audits

Paragon Computer Solutions, Germantown, MD (1993 - 1994)
Director of Technology and Services

Responsibilities:

Managed internal consulting resources, projects, and training. Responsible for services organization for multiple regional business units. Performed forecast, budgeting and profit structures/cost analysis. Developed and prepared service proposals focusing on Microsoft best practice solutions. Established and maintained strategic vendor, training and technical recruiter relationships.

Selected Accomplishments:

- Returned the local branch office to profitability in less than 5 months
- Annual service revenue business growth of 215%
- Built a delivery team of 20 engineers at an average utilization of 80%

Microsoft Corporation, Washington, DC/Bethesda, MD (1990 - 1993)
Area Sales Representative (1992 – 1993)
Education Area Sales Representative (1990 - 1992)

Responsibilities:

Supported the top reseller accounts in the Washington District. Built stronger reseller channel partnerships by working closely with strategic solution providers, training centers and influential user groups. Leveraged various reseller and solution provider programs, local district marketing and corporate seminars to actively promote products. Managed and supported the IBM-ACIS national higher education account. Involved in product training for IBM collegiate sales, marketing, and merchandising specialists. Supported 100+ IBM sponsored marketing events. Established strong strategic partnerships with IBM marketing managers and campus outlet personnel. Worked closely with advertising group to produce ad materials promoting the IBM/Microsoft campus bundled solutions.

Selected Accomplishments:

- Successfully managed the largest reseller territory in the Washington District
- Consistently exceeded reseller and education revenue sales quotas
- Created the TECHMASTERS event, technical training class for reseller support personnel
- Established a successful, profitable and growing national education channel
- Recognized for superior achievement within the region supporting the IBM-ACIS account

Rick Hayes – Implementation, Staff

Summary: As Director of Strategic Implementations at Cornerstone, Rick oversees the implementation of all global, strategic accounts and is a member of the Services Leadership Team. He serves as Executive Sponsor on key accounts and leads multiple client engagements. Rick is a transformational Talent & Organizational Effectiveness leader with 12+ years experience and a track record of success implementing strategic talent initiatives, managing change, and aligning strategic assets for improved business execution. He possesses unique combination of business, functional, and technical experience as executive and consultant. He also serves as Vice President for the Orange County Chapter of the Association for Strategic Planning.

Cornerstone Experience:

GLOBAL CONSULTING ORGANIZATION

Engagement Manager

Leading full Talent Management suite implementation: Learning Management, Performance Management, Succession Management. Advising on project governance and maintaining overall project management of engagement. Maintains overall responsibility of services delivery and relationship with client during implementation.

GLOBAL CONSULTING ORGANIZATION

Engagement Manager

Leading global deployment of Learning Management across 40+ countries in the Americas, EMEA, and Asia/Pac. Maintains overall responsibility of services delivery and relationship with client during implementation.

GLOBAL MEDICAL INSTRUMENTS COMPANY

Engagement Manager

Currently leading global Succession Management implementation. Led Performance Management implementation with 12 languages at go-live. Maintaining overall project management of engagement. Maintains overall responsibility of services delivery and relationship with client during implementation.

LEADING GLOBAL SOFTWARE COMPANY

Engagement Manager

Leading Succession Planning implementation for leading software manufacturer. Maintains overall responsibility of services delivery and relationship with client during implementation.

Additional Experience:

KNOWLEDGE INFUSION, Minneapolis, MA

Executive Director Strategy Services

Led strategic services organization for HR Technology Strategy advisory. Consulted client engagements for global customers in multiple industries. Improved service delivery through product/service standardization and optimization.

24 HOUR FITNESS, Carlsbad, CA

Director HR Technology

Directed HR Technology strategy and operations supporting corporate and field HR organizations. Enhanced HR data management and reporting by leading HR systems architecture and process redesign. Partnered with CIO in developing technology roadmap for HR that was integrated with enterprise and supported business objectives.

RUBICONSULTING, INC., Irvine, CA

Managing Consultant

Founded and managed professional services organization for ERP implementation and integration. Advised IT and HR executives to deliver enterprise solutions that supported business objectives. Managed internal and sub-contractor resources on multiple projects. Lead strategic initiatives for implementing talent management

systems for multiple clients/industries as Sr. Architect, Change Manager, Project Manager, and functional/technical lead.

PEOPLESOFT, INC., Pleasanton, CA

HCM Product Development Manager

Managed full lifecycle development of multiple releases of Human Capital Management (HCM) applications from concept to general availability for multiple Workforce Management and Talent Management products. Developed 3-tier applications to run on multiple database platforms including DB2, Oracle, and SQL Server. Managed P&L and development team resources in U.S., Canada, and Europe for multiple software releases. Managed partner relationships to "connect & develop" industry leading product solutions. Led teams, internal staff and contractors ranging from 12-26 with R&D budgets of \$3-\$8M. Delivered most profitable applications that contributed to record total revenue of \$2.07 billion in 2001 through 30% increase in software license: Payroll, eRecruit, and Time & Labor.

Education:

Pepperdine University, Malibu CA: MBA – Strategy & Leadership

National University, Irvine, CA: BS Computer Science

7.A detailed description of Proposer's policies regarding quality assurance.

Cornerstone uses three different portal environments: Live, Pilot, and Stage. All configurations occur in the client's Live portal and is then "copied down" to the Pilot and Stage portals. Configuration testing, user acceptance testing, and administrator training is then conducted in the Pilot Portal. Any configuration changes required based on testing are made in the Live portal and once again "copied down" for testing within the client's Pilot portal. This approach allows for a rapid UAT-to-Go Live timeline, as once the configuration has passed UAT, the Live system is completely configured and ready for deployment. The Stage portal is utilized for UAT during our standard code release cycle and for configuration testing and administrator training post go live.

Testing activities are conducted in both phase three (Execution) and phase five (pilot) of the implementation project. Once all configuration decisions documented in the Configuration Workbook have been applied to the client's Live portal during the execution phase, the portal is then "copied down" to the Pilot portal for UAT testing (pilot phase). All appropriate user, organizational, historical learning data, etc. is also applied to the client's Pilot portal and UAT is then scheduled.

Once all test scripts have been completed by the client's testing audience, the Cornerstone implementation manager will work with the client project team to conduct a formalized "pilot assessment". This assessment includes reviewing all test script results, capturing and tracking all reported issues, researching reported issues, and determining if further testing is required. All reported issues are tracked in the 'Issue Action Log' and are researched to determine their type (i.e. user error, configuration issue, or defect/bug). All 'user error' and 'configuration issues' are addressed immediately and closed on the 'Issue Action Log'.

Deployment is conducted during the sixth and final phase of the project. Key tasks include:

- Launch Cornerstone
- Send launch communication
- Finalize enterprise rollout plan
- Execute training, marketing, and communication plans
- Provide ongoing support and maintenance

8.A detailed description of any earth-friendly policies and practices Proposer has implemented, or plans to implement, in order to help minimize adverse environmental and health-related impacts associated with its business operations.

Cornerstone is a SaaS/Cloud-based software provider. Our virtual deployment model eliminates the need for extensive computer hardware to run the application.

9. Whether the Proposer holds a controlling or financial interest in any other organizations, or is owned or controlled by any other person or organization. If Proposer does not hold a controlling or financial interest in any other organizations, that must be stated.

No controlling interests in other organizations.

D. Description of Services

1. A detailed description of how the proposed services will be performed.
2. A list of any anticipated services outlined in Section 3.1 of this RFP that are not included in the proposed services and the reasons for exclusion.
3. A detailed description of Proposer's specific management expertise that ensures satisfactory contract performance.
4. A detailed description of the expected communication channels between Proposer and the County to ensure that services will be performed to the County's satisfaction, including how potential problems will be resolved.
5. A detailed description of any innovations and procedural enhancements that Proposer believes may add value to the proposed project.

Cornerstone is a Software-as-a-Service (SaaS) provider with an open, scalable architecture. This allows the system to be implemented globally with minimal involvement of your organization's resources, and unlike other learning management systems, Cornerstone is fully deployable across the entire organization within weeks (not months or years and without the involvement of a legion of consultants).

Because of the applications on-demand delivery, set up and configuration are very simple and repeatable. By utilizing repeatable, cost-controlled, out-of-the-box solutions, Cornerstone OnDemand Consulting simplifies your solution implementation. Cornerstone OnDemand provides all implementation consulting for deployment of the solution. Our services team provides best-practices consulting on the configuration of Cornerstone, integration of Cornerstone with existing systems, and the deployment process through utilizing a proven methodology.

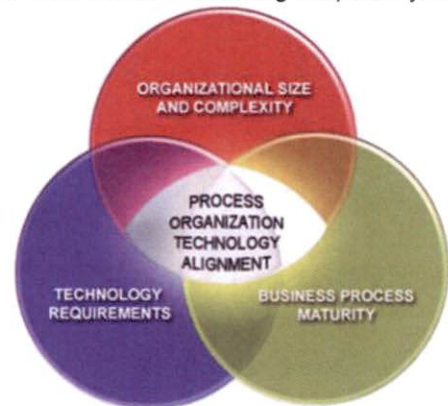
We provide our clients with an expert team of consultants whose thought leadership and experience ensure our clients achieve their goals and meet business needs. Our business consultants help clients with their strategic business decisions, process design efforts, implementation, technical aspects, and system configuration all in relation to our talent management solutions. Cornerstone's business process workflow consultants work closely with you to maximize your business processes so that you can successfully leverage Cornerstone within your organization. Our team will work to determine necessary system functionality, as well as the most critical features to implement the system efficiently and to provide you with a useful value-added service quickly.

Consulting Services continues to work with our clients post-implementation, offering strategic business services to ensure that they receive the optimal return on their investment with Cornerstone.

We will provide you with a flexible implementation process that can be tailored to fit your specific business needs. We recognize that every company has very different business needs in terms of our system functionality, deadlines, content needs and more. We provide this value-added service to help simplify this process.

Consulting Services also works to understand the client's:

- Organizational Size and Complexity
- Centralized vs. Decentralized Administration
- Business Process Maturity
- Standardized vs. Configurable Process Requirements
- Technology Requirements
- Software Customizations, Complex Configuration, Data Integration, etc.



Cornerstone OnDemand proposes the implementation of our Recruiting Cloud.

**IMPLEMENTATION STATEMENT OF WORK
BUSINESS EDITION**

PURPOSE

The Purpose of this Statement of Work is to set out the general scope and terms of the consulting services to be delivered in accordance to discussions between Cornerstone OnDemand, Inc. ("Cornerstone") and Client.

SCOPE OF SERVICES AND DELIVERABLES

The Scope of Services outlined below provides a breakdown of the key phases of the implementation process and the corresponding Deliverables to be provided by Cornerstone and Client. The following products are in scope for implementation:

Recruiting Management

Business Edition Implementation – Task Management and Configuration

PHASE: PROJECT KICKOFF

Cornerstone Deliverable	Client Deliverable
<ul style="list-style-type: none"> •Create Client Portals (Live, Pilot, Stage) •Assign Implementation Curriculum •Schedule and lead Kick-off call 	<ul style="list-style-type: none"> •Register for Client Success Center •Review Welcome Kit and Curriculum activities •Assemble project team •Attend Kick-off call

PHASE: STRUCTURE AND INTEGRATE DATA

Cornerstone Deliverable	Client Deliverable
<ul style="list-style-type: none"> •Provide data mapping kit in Curriculum •Conduct <i>Technical Workshop</i> (Group, Virtual) •Partner with Client to load Organizational Units and Users to Pilot and Live 	<ul style="list-style-type: none"> •Review data mapping kit •Attend Technical Workshop •Gather and provide Organizational Unit and User data •Validate Organizational Units and Users in Pilot and Live

PHASE: CONFIGURE PORTAL

Cornerstone Deliverable	Client Deliverable
<ul style="list-style-type: none"> •Conduct System and Security Workshop (Group, Virtual) to review System and Security Preferences •Provide System and Security Default Configuration settings •Provide best practice configuration based on client use case for common configuration scenarios 	<ul style="list-style-type: none"> •Attend <i>System and Security Workshop</i> (Group, Virtual) to learn System and Security preferences •Complete discovery questionnaire(s) •Take all cloud-related training •Complete configurations in Pilot environment •Complete configurations in Live environment •Review System and Security Default Configuration settings and update with organization specific decisions <ul style="list-style-type: none"> ○Portal configuration ○Branding ○Global system preferences ○Security roles

PHASE: LEARN AND CONFIGURE MODULES

Cornerstone Deliverable	Client Deliverable
<ul style="list-style-type: none"> •Conduct <i>Configuration Settings</i> Workshops (Group, Virtual) to review Recruiting, Cloud Preferences •Lead <i>Exploring Your Business Needs</i> workshops (Individual, two one-hour sessions per cloud) •Provide default configuration settings workbook(s) •Conduct Implementation Coaching Sessions—two private one-hour sessions per week for up to 12 weeks for each purchased Cloud to review Cloud configurations, data population, and setup for: <ul style="list-style-type: none"> ○Recruiting <ul style="list-style-type: none"> ▪Platform Preferences, Email Triggers ▪Job Requisition Template (1), Job Requisition (1) ▪Application Workflow (1), Career Site (1), Assessment questions(1) 	<ul style="list-style-type: none"> •Attend <i>Configuration Settings</i> Workshops (Group, Virtual) to learn Recruiting, Cloud preferences •Attend <i>Exploring Your Business Needs</i> workshops (Individual, two one-hour sessions per cloud) •Review Default Configuration settings workbook and update with organization specific decisions •Complete Discovery Questionnaire for consulting around configuration needs Complete Administration Training Library (Virtual) •Participate in Implementation Coaching Sessions •Test all module configurations in Pilot •Complete module configurations, data population and setup in Live: <ul style="list-style-type: none"> ○Recruiting <ul style="list-style-type: none"> ▪Job Requisition Templates, Application Workflow, Career Sites, Job Requisitions, Assessment questions

PHASE: DEPLOY PORTAL

Cornerstone Deliverable	Client Deliverable
<ul style="list-style-type: none"> •Complete copy-down of Live to Pilot and Stage portals •Conduct <i>System Readiness</i> session and provide sign-off form •Conduct transition call with Client Success Manager 	<ul style="list-style-type: none"> •Populate User Acceptance Testing specific data (tasks, users) •Complete User Acceptance Testing •Complete Implementation Curriculum activities •Attend <i>System Readiness</i> session and send sign-off form •Attend transition call with Client Success Manager

Technical Projects

Inbound Data Feed – User/Organizational Unit (IDF User/OU)

Brief Summary

Integration with data from Client's system enabling automated maintenance of user and organizational units (OU) via a scheduled Inbound Data Feed (IDF) of the following data sets:

- User Profile data
- Organizational Unit (OU) data

Tasks

- Cornerstone: Provide Client with the Cornerstone standard Inbound Data Feed of User/OU (IDF User/OU) design document and template
- Cornerstone: Lead Client in IDF User/OU workshop to review data feed process and support the functional decisions of Client
- Cornerstone: Create IDF User/OU design document for Client
- Client: Sign off on IDF User/OU design document
- Client: Load files on pilot FTP folder for load, complying with Cornerstone's formatting requirements
- Cornerstone: Schedule IDF User/OU to run in pilot portal on a regular basis to allow testing by Client
- Cornerstone: Email the pilot portal IDF User/OU log file to identify load errors, after each load attempt
- Client: Review, update, and sign off the IDF User/OU process in pilot portal
- Client: Load files on live FTP folder for load, complying with Cornerstone's formatting requirements
- Cornerstone: Schedule and automate IDF User/OU in live portal
- Cornerstone: Email the live IDF User/OU log file to identify load errors, after each load attempt
- Client: Review, update, and sign off on the IDF User/OU process in live portal

Assumptions

- Client utilizes Cornerstone standard IDF User/OU design document and template for all data types
- Client is responsible for uniquely identifying records across all data types
- All data records referencing user data are by user's unique identifier value (UserID)
- Client has skilled software resources that can extract data from source systems and transform data to the format(s) defined by the approved IDF design document
- Client will perform all data file consolidations necessary and provide data files in formats defined in the approved IDF User/OU design document. All mandatory data fields must be populated for all records
- Client is responsible for properly validating data and identifying any errors prior to signing off on feed in live portal
- Client acknowledges that once the design document is approved, any changes or modifications to the work, scope, or the feed will require creation of a change request document. Change requests are reviewed and could result in additional charges to Client
- Any changes following Client signoff will require a work order or SOW submission

Outbound Data Feed – Recruiting (ODFR)

Brief Summary

A scheduled Outbound Data Feed (ODF) to Client FTP account of the following data sets:

- New hire (user profile) data

Tasks:

- Cornerstone: Provide Client with the Cornerstone standard ODF design document template
- Cornerstone: Lead Client in ODF workshops to review data process and support the functional decisions of the Client
- Cornerstone: Create ODF design document for Client
- Client: Sign-off on ODF design document
- Cornerstone: Schedules ODF to run in pilot portal on a regular basis to allow testing by Client
- Client: Process data file from FTP server into target system
- Client: Review and identify any errors detected in the ODF process
- Cornerstone: Produce corrected files as necessary in pilot portal (up-to 3 iterations per data type)
- Client: Review and approve ODF in pilot portal
- Cornerstone: Schedule and automate ODF in live portal based on Client's request

Assumptions

- Utilizes Cornerstone standard ODF design document template for all data types

Outbound Data Feed – Recruiting (ODFR)

- Cornerstone and Client will validate/iterate the data file(s) up to 3 times
- 3-iterations of exports are for the purposes of correcting errors and all 3 may not be required
- Client has skilled software resources that can process data into target system and target system can accept data
- Client will perform all data file parsing, if necessary, to distribute data to multiple target systems
- Client is responsible for properly validating ODF and identifying any errors prior to signing-off on feed in live portal
- Client acknowledges that once the design document is approved, any changes or modifications to the work scope or the feed will require creation of a change request document. Change requests are reviewed and could result in additional charges to the Client
- Any changes following Client sign-off will require a work order or SOW submission

Historical Data Load – Recruiting (HDLR)

Brief Summary

Migration of master system data to the Cornerstone portal. Migrated data includes the following data types:

- Job requisition templates and requisitions
- Candidates
- Application data, including applicant attachments and reviewer attachments

Tasks

- Cornerstone: Provide Client with the Cornerstone standard data design document and template
- Cornerstone: Lead Client in data loading workshops to review data load process and support the functional decisions of Client
- Cornerstone: Create data design document for Client
- Client: Sign off on data design document
- Client: Prepare files for loading by Cornerstone integration consultants
- Cornerstone: Load files into the pilot portal system
- Client: Review and correct any errors detected in the upload process
- Cornerstone: Reload corrected files as necessary in pilot portal (up to three (3) iterations per data type)
- Client: Review and approve data loaded to pilot portal
- Cornerstone: Load data on live portal

Assumptions

- Utilize Cornerstone standard data design document template for all data types
- All data records referencing user data does so by user's unique identifier value (UserID)
- Applicant and reviewer attachments must conform to file types accepted by the Cornerstone application
- Client is responsible for uniquely identifying records across all data types
- Client has skilled software resources that can extract legacy data from source systems
- Client has the ability to transform data to the format(s) defined by Client approved data design document
- Client will perform all data file consolidations necessary by data type defined above
- Maximum of three (3) iterations of loads by data type for the purposes of correcting errors

Single Sign On (SSO) – AES Encrypted, SAML 1.1, or SAML 2.0

Brief Summary

Cornerstone to provide support on one of the following Single Sign On (SSO) integration from and outsider portal to Client's Cornerstone Portal:

- AES Encrypted
- SAML 1.1
- SAML 2.0

Tasks

- Cornerstone: Provide Client with the Cornerstone SSO Technical Documentation
- Cornerstone: Lead the Client in SSO workshops to review SSO process and support the functional decisions of the Client
- AES Encrypted Single Sign On (SSO)**
 - Cornerstone: Provide sample code for Pilot Portal and Live Portal to deploy the AES SSO
 - Cornerstone: Provide the AES end point URLs to the Client

Single Sign On (SSO) – AES Encrypted, SAML 1.1, or SAML 2.0

- Client: Populate, encrypt and post the token as per Cornerstone requirements
- Client: Deploy, test and sign off the AES Encrypted SSO in Pilot Portal
- Client: Deploy, test and sign off the AES Encrypted SSO in Live Portal

•SAML V 1.1 OR SAML 2.0 Single Sign On (SSO)

- Client: Provide:
 - Base64 encoded – X.509 public Certificate (.crt, .cer)
 - Base64 encoded sample SAML Response Assertion (.txt)
- Cornerstone: Configure Client's Pilot Portal with SSO SAML 1.1 OR 2.0
- Client: Review and sign off on SSO SAML 1.1 OR 2.0 in Pilot Portal
- Cornerstone: Configure Client's Live Portal with SSO SAML 1.1 OR 2.0
- Client: Review and sign off on SSO SAML 1.1 OR 2.0 in Live Portal

Assumptions

- Client utilizes Cornerstone standard SSO Design Specifications and complies to Cornerstone requirements to integrate AES Encrypted SSO, SAML 1.1 SSO, or SAML 2.0 SSO only.
- Any other type of Single Sign On Solution Integration other than the above mentioned items is outside the scope of this project and considered a custom Single Sign On Solution. Client is responsible to make sure User Identification values (UserID, Username OR Email address) are unique and matching existing users in the CSOD portal
- AES Encrypted Single Sign On (SSO)
 - Client has skilled software resources (Java or .Net programming) available who can establish an AES Encrypted SSO protocol and configure authentication to support CSOD's AES Encrypted SSO
 - Client has skilled software resources available who can establish an SSO SAML protocol and configure authentication to support Cornerstone's SSO SAML V1.1 OR 2.0
- SAML V 1.1 OR 2.0 Single Sign On (SSO)
 - Client will transfer the Assertion and Certification files to Cornerstone as per Cornerstone requirements defined on design specification document and will only transfer them through FTP folder (not email)
 - The assertion is signed using an X.509 certificate, sha1RSA algorithm and is Base64 encoded
- Client acknowledges that once the design document is approved, any changes or modifications to the work scope will require creation of a Change Request document. Change requests are reviewed and could result in additional charges to the Client
- Any changes following Client signoff will require a Work Order or SOW submission

Timeline and Delivery

The Implementation project(s) are Client-directed and therefore, the total duration will be dependent on the Client's resources and project planning decisions. Generally, the projects will last a few weeks longer than the total number of facilitated sessions defined above in the Learn and Configure Modules section. All consulting support will be conducted remotely by Cornerstone.

Premium Implementation Including:

Project Components	Cost
Recruiting Cloud	
oRecruiting Implementation	Included
oRecruiting Historical Data Load (RHDL)	Included
oInbound Data Feed - OU/Users (IDF)	Included
oSingle Sign On Standard (SSO)	Included
oOutbound Data Feed - Recruiting (ODFR)	Included
Total Additional Services Cost	\$12,000.00

The end of the Configuration Support Services project is defined as the completion of the above Cornerstone deliverables as outlined under the Scope of Services and Deliverables section of this document. Acceptance of the deliverables will be in accordance with the Agreement.

Assumptions/Client Obligations

In order for Cornerstone to provide the Services outlined in this Statement of Work, Client shall provide the necessary resources to scope the implementation, and fulfill the obligations listed below.

PROJECT SPECIFIC

- Historical Data Loads
- Any Historical Data Load (HDL), Master Data Load (MDL) or Data Migration project not expressly listed in this Statement of Work with an accompanying price will be scoped as a separate work effort and is not included in the scope of this document.
- Requests for application code changes are out of scope.
- Cornerstone will retire the Client pilot portal within 60 days after implementation.
- Job board integration for the Cornerstone Recruiting functionality is managed via integration with Broadbean. If the Client requires job board integration, a separate contract with Broadbean will be required and is not part of this statement of work.
- Except where otherwise stated, Cornerstone's obligation to perform a Service expires at the earlier of acceptance of the Service by Client or one year from the date the Service was purchased.

GENERAL PROJECT

- Ensure project team attendance and active participation during all phases of the Implementation project.
- Formally accept (sign-off) all key deliverables and implementation services.
- The end of the implementation project is tied solely to the delivery of those deliverables for which Cornerstone is responsible.
- Manage project staffing and milestones.
- Manage project status and ensure completion of Client project deliverables.
- Attend and participate in configuration workbook overview, implementation coaching, and administrator training sessions.
- Validate and ensure available technical environment (high speed web access for all attendees during the training session).
- Review User Procedures with Training attendees.
- Become self-sufficient in product administration.
- Maintain responsibility for applicable configuration changes after the implementation.
- Provide a primary point of contact for Cornerstone after the implementation.
- Ensure proper communication to end-users during implementation in preparation for rollout.
- Manage change management, communication, and rollout plans.
- Cornerstone and Client agree that changes to key members of implementation team or significant changes in business requirements or decisions that cause delays in the project timeline will require a change order to this Statement of Work documenting such changes and the pricing impact, if any, to the original project scope.

Additional Service Offerings

Cornerstone provides additional service offerings at an additional charge. The following service offerings, if not expressly stated in the 'Scope of Services' section of this document, are not included as part of this engagement:

Technical Consulting	Historical Data Loads
Content Services	Learning Content Needs Assessment E-Learning Development ILT Development / Production Content Maintenance Content Localization
Consulting Services	Consulting Service Packs Analytics / Custom Report Development Custom Review Forms System Preference Updates
Educational Services	Virtual Training Courses Live Coaching

E. Technical Capabilities

The Recruiting Cloud provides the tools to efficiently source, screen, and fill critical positions within your organization. It has been developed with both recruiters and the workforce in mind, is designed to be natively social and unified with the broader talent suite, moving beyond the limitations of older systems and making it easier for jobs to find candidates from outside and inside the organization.

Recruiting Cloud: Features and Benefits	
Requisition/Vacancy management	Maintain accurate processes and data for speed and quality of hire
Collaborative review and ratings	Candidate review comments and feedback stored in one place
Social recruiting	Identify candidates from professional and social networks
Talent communities	Build bench strength and nurture talent pools, as well as foster ongoing candidate relationships
Resume parsing	Automatically gather resume information from multiple formats - .DOC, .PDF, .TXT, etc. for usability within the ATS.
Custom career site portals	Create career site portals quickly and easily
LinkedIn Integration	Improved candidate experience through simple resume upload
Job board aggregator integration	Fast job posting
Internal and external candidate review	Search and compare the complete candidate bank

Recruiting Management

With the Cornerstone Recruiting Cloud, you will give candidates an easy path to find relevant jobs and then understand exactly where they are at in the application process. Screen and match candidates faster and more accurately to get the results you need – hiring top talent. Recruiting management functionality will allow organizations to:

- Manage approval workflow for job requisitions
- Create internal career centers and external career sites
- Assess candidate skills and competencies based on position profiles
- Create requisitions from templates for consistency and speed

Acme Search [] My Account | Log Out | Help

Home Recruiting Cloud Learning Cloud Performance Cloud My Team Reports Admin

Manage Job Requisitions

Job Requisitions

Add Requisition

Job Title [] Division [] Location [] Owner []

All Statuses [] From: 2/6/2012 To: 6/5/2012 Search []

My Jobs All Jobs (11 Results)

Priority	Job	ID	Location	Status	Days Open	Postings	Candidates	New Submissions	Options
●	Executive Administrator	req4	Los Angeles, California	Cancelled	0	2	0	0	[] [] [] []
●	Marketing Manager	req7	Los Angeles, California	Open	40	4	5	1	[] [] [] []
●	Sales Manager	req103	, California	Draft	0	4	0	0	[] [] [] []
●	CSR	req56	Los Angeles, California	Open	47	2	0	3	[] [] [] []
●	Sales Manager	req94	, California	Pending Approval	0	3	0	0	[] [] [] []
●	Sales Manager	req100	, California	Open	31	4	1	0	[] [] [] []
●	Customer Service Representative Tier 1	req3	Los Angeles, California	Cancelled	0	2	0	0	[] [] [] []
●	Sales Manager	req109	, California	Draft	0	4	0	0	[] [] [] []
●	Sales Manager	req26	New York City, New York	Open	5	4	4	6	[] [] [] []
●	Sales Manager	req88	, California	Open	39	3	0	0	[] [] [] []
●	Sales Manager	req106	, California	Pending Approval	0	2	0	0	[] [] [] []

Cornerstone 11.1.6.8 Powered by Cornerstone OnDemand, Inc. © 2000-2011 Cornerstone OnDemand, Inc. All Rights Reserved.
ONDEMAND Empowering People U.S. Patent No. 6,947,898 Terms of Service | Privacy Statement

Sourcing

Tap into the power of your most powerful source of hire: your own employees. Discover how applicants are connected to employees already in your organization while putting your workers' networks to work to uncover passive candidates. Create and post job ads across job boards, social networks and talent communities from a single, simple user interface for rapid deployment.

Features Include:

- Social network integration
- Employee Referral Engine
- Internal and External Candidate Search
- Integration with Existing Resume Databases
- Post jobs to both traditional job boards and social networks




Screening & Assessment

Improve candidate experience by making it easier for external talent to find and apply for relevant jobs while providing candidates visibility into the hiring process, so they'll always know their status. Easy to use recruiting management for everyone involved in the hiring process, from the recruiter to the hiring manager to the interview team.

Features Include:

- Certification & Skills Assessment
- Fast and Accurate Candidate Evaluations
- Collaborative Reviews, Ratings & Rankings

The screenshot displays the Cornerstone OnDemand interface for managing job requisitions. The page title is "Nurse Manager, NICU". Below the title, there is a "Candidates" section with search filters for Name, Source, and Status. A table lists three candidates with their details, including source, status, days, matching criteria, and ratings.

Name & Contact	Source	Status	Days	Matching Criteria	Options
 Jenny Carter jc@us.com	Corporate	In Review	28	100% 5 of 5 ★★★★★ (1 Ratings)	
 Cory Carr	Career Center Registered Nurse Healthcare	Interview	29	80% 4 of 5 ★★★★ (0 Ratings)	
 Lucy Sewell ls@us.com	Corporate	In Review	29	80% 4 of 5 ★★★★ (0 Ratings)	

At the bottom of the page, there is a footer with the following text: "Cornerstone 11.1.0.8 Powered by Cornerstone OnDemand, Inc. © 2000-2011 Cornerstone OnDemand, Inc. All Rights Reserved. U.S. Patent No. 6,587,868. Terms of Service | Privacy Statement"

Talent Pipeline

Build pipeline for future openings while transforming candidate pools into talent communities. Engage your talent pools with targeted communications, increase awareness of your employer brand and provide internal candidates the training they need to take the next steps in their careers.

Features Include:

















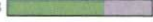

- Build Blended Talent Pools of Internal and External Candidates
- Assign Training and Assessments to the talent pool
- Build Relationships and Engagement with Integrated Communication Tools

Job Profile Model Employee Custom Saved Searches

Accountant, Junior (Jr. Acct) Search Show Criteria

Select All Actions

(112 Results) 1 2 3 4 5 > >>

Name & Contact	Current or Recent Job	Location	Matching Criteria	Options
<input checked="" type="checkbox"/>  Timothy Edmonds Type: External	Position: Accountant Organization: Bell North Communications	San Jose, California	3 of 3  100%	 
<input checked="" type="checkbox"/>  Sara Andrews Type: External	Position: Accountant Organization: Sun and Sons	San Jose, California	3 of 3  100%	 
<input checked="" type="checkbox"/>  Tina Hopewell Type: External	Position: Controller/IS Manager Organization: Invensys Appliance Controls	Somerset, Iowa	3 of 3  100%	 
<input checked="" type="checkbox"/>  Callan Hudson Type: Internal	Position: Accountant Manager: Pedro Gonzales	Atlanta	2 of 3  67%	
<input type="checkbox"/>  Carlos Santo Type: Internal	Position: Customer Service Representative Manager: Curtis Simms	Los Angeles	2 of 3  67%	

Integrated Talent Management

With native integration to Cornerstone's Learning Cloud, Performance Cloud and Extended Enterprise Cloud, organizations can maximize the effectiveness of the employees they have and attract the best and brightest to win the war for talent.

F. Disaster Recovery Plan

Business Continuity Plan

Business Continuity planning is viewed as a holistic approach for the entire business. As such, the activities involve business management from all functional, business, and product areas, including administrative, human resources, IT support functions, and key product lines. The BCP Team is responsible for overseeing the development of the Program. They approve the written plans and ensure that senior management invests sufficient resources into planning, monitoring, and maintaining the BCP.

Cornerstone's Disaster Recovery/Business Continuity Plan defines plans, procedures, and guidelines for the Company in the event of disaster. Specifically, the plan establishes procedures for recovering business operations, internal data, systems, and critical internal functions to maintain Cornerstone as an on-going concern in the face of unexpected events.

The plan has the following primary objectives:

- Identify critical systems, services, and staff necessary to maintain and/or restore Cornerstone business operations and internal functions.
- Provide guidelines for the communication of activities and status to both Cornerstone staff and client personnel during the recovery period.
- Present an orderly course of action for restoring critical computing capability to Cornerstone and for maintaining and/or restoring client service and support.

Cornerstone performs site-to-site replication of data to protect client data in the event of a disaster. There are two dedicated disaster recovery sites distant from each of the production data centers. Disaster recovery testing is performed annually at each DR site.

Data is safeguarded with real-time replication and/or log shipped databases. This provides for low latency (1 hour RPO) of client transaction data. Disaster recovery servers are located in the Ashburn, VA Equinix facility and in the SunGard facility in Elland, UK. Database and file servers receive a constant real-time stream of updated information from the production data center in Los Angeles either by using SQL Log Shipping or Distributed File System for data replication. All other servers required for operation have been built, configured, and tested in advance to ensure they are ready at TOD (Time of Disaster).

Data Backup and Recovery

Data is a primary concern for Cornerstone and its clients, including the backup of critical and confidential data. Cornerstone performs daily backups of the full database and hourly transactional backups to separate hot disks. Two days of hot backups are stored on a local SAN disk for immediate recovery. Cornerstone performs full backups and daily differential backups of our data onto tape. Daily backups are stored for one week, weekly backups for five weeks, and monthly backups for six months. All backups are encrypted before they are written to tape and reside in an encrypted mode on the tapes (AES-256). Iron Mountain collects tapes each week and transports them in locked boxes to a secure vault. Cornerstone uses Iron Mountain locations in Compton, California facility and Cowley in Oxford, UK.

Disaster Recovery

- RTO (recovery time objective) is 48 hours.
- RPO (recovery point objective) is 1 hour or less.
- Disaster recovery testing in both the US and UK is performed annually.

Availability

Cornerstone maintains a variety of availability strategies, tactics, and solutions. They involve a combination of short-term data recovery tactics, distribution of functionality to avoid single-points-of-failure, redundancy, business function duplication, backup processes, proven documentation, and cross training of critical personnel.

Recovery Point Objectives (RPOs) have been established; no recovery of computing or business function has unacceptable latency. Recovery Time Objectives (RTOs) have been established; it takes no longer than a designated amount of time to restore business functionality after declaration of a business disaster or interruption. Critical functions and personnel will be in operational readiness, but possibly operating in "degraded mode". "Degraded mode" is where business operations may be slower than normal and may only include mission-critical functionality.

Awareness Program

Cornerstone mandates that all employees and contract personnel are aware of the disaster recovery program, and have access to information pertinent to their health, safety, and responsibilities within the program. To accomplish these objectives, Cornerstone utilizes a variety of tactics which may include employee presentations, email notifications, departmental participation within recovery exercises, employee handouts, online documentation, published communication policies, and training.

Compliance

One of the key strategies of the program is to assure compliance with regulations, disaster recovery (DR) industry best-practices, and compliance with governmental laws and statutes. Additionally, accepted computing practices for operational stability, availability, data backup, and data recoverability are underlying goals within the program.

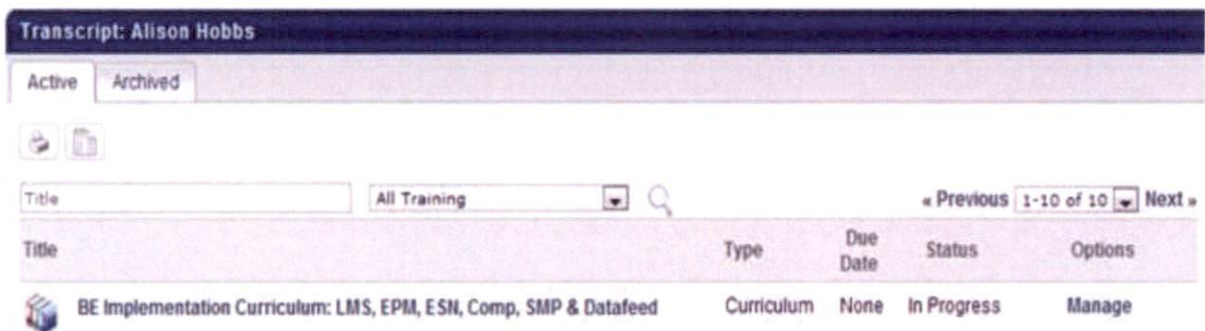
G. Implementation Plan and Timeline

Business Edition Implementation

Cornerstone OnDemand will provide clients all the necessary information and tasks to effectively and quickly deploy your Business Edition solution. Because of the application's on-demand delivery, set up and configuration are very simple and repeatable. By utilizing repeatable, cost-controlled, out-of-the-box solutions, Cornerstone simplifies your solution implementation.



Cornerstone employs task management to a list of activities provided to the client through a curriculum accessed within the client's online portal. The curriculum will walk clients through each step of the implementation process.



The client's Cornerstone Implementation Specialist will conduct twice weekly individual implementation coaching with your main administrative team to check in on the project completion process and to share best practices surrounding configuration. We are in front of you two times a week to address questions as they come up. The Implementation Specialist will also conduct two individual workshops per module to explore your business needs and configuration options.

Client Responsibilities

Cornerstone OnDemand expects that the following roles will be necessary to deploy the Client's talent management portal:

- **Executive Sponsor** - Endorse the solution; Serve as the Relationship Manager for the Cornerstone Account Manager; Monitor project status and ensure resource commitments are met; Approve the Rollout Plan and Configuration; Resolve High Level Issues / Risks
- **Project Manager** - Manage project staffing and milestones; Ensure completion of project deliverables; manage the Rollout Plan; Manage change management and communication plans; Train end users

- **IT Resource** - Responsible for overseeing any technical projects such as data feeds, Single Sign-On, and WebEx Integration
- **System Administrator(s)** - Become self-sufficient in product administration; Become responsible for any configuration changes after the implementation; Serve as a primary point of contact for Cornerstone Global Care after implementation
- **Business Unit Representative** - Provide business unit specific knowledge regarding data and roll-out requirements; Participate in configuration reviews

Involvement of client resources varies by client and depends on a number of factors including the size and complexity of the organization and their talent management needs. For example, often the System Administrator will also act as the Business Unit Representative. And some clients do not require any technical integration thus an IT role is not necessary.

Vendor Responsibilities

For implementation, each client is assign an Implementation Specialist who conducts weekly calls with the client's main administrative team to check in on the project completion process and to share best practices surrounding configuration. They are in front of you every week to address questions as they come up.

Cornerstone also supplies each client with a dedicated Account Manager. The Account Manager is focused on the impact of the solution for your Company. They are responsible for the overall success of the solution and client satisfaction. The Account Manager will maintain executive support of the solution as part of the learning and talent management strategy. They will partner with your executive team/business sponsor to ensure alignment of the solution with your overall business strategy.

In addition, all clients have access to the Client Portal, which is a robust environment that enables clients to share best practices and innovative applications of the tool set. Available within the knowledge repository clients find whitepapers, JIT training, best practices documentation, recorded webcasts, user guides, presentations, archived feature reviews, and FAQ's among many other relevant collaborative tools.

The screenshot displays the Cornerstone Client Portal interface. At the top, there are three main navigation buttons: "Welcome" (describing the Success Center), "LPS" (Online Course Libraries available), and "Educational Services". Below these are "Current Release", "Rolling Roadmap", and "R.U. Satisfied?" buttons, along with a "2011" event banner for the "Release Point Summit, CA" on May 10-11, 2011.

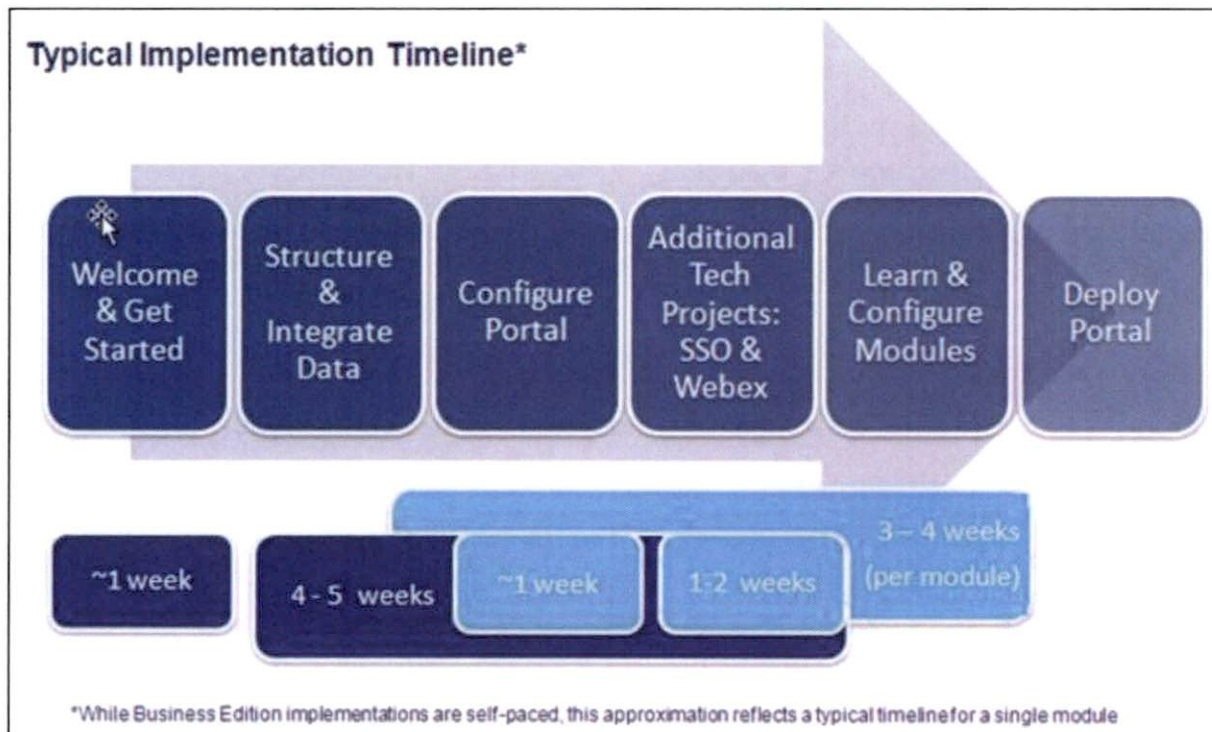
The main content area is divided into three columns:

- Suggested Training:** Lists "Design Preview Webcast: MySuccess - 2011 March" and "2011 Winter Release: Pre-Recorded Overview Bundle".
- Product Events:** Shows a calendar with 3, 16, and 7 events. The first event is "Design Preview - MySuccess (Care)" on 3rd March at 8am US Pacific / 4pm GMT. The second is "Design Preview - Certifications Phase 1" on 16th March at 8am US Pacific / 3pm GMT. The third is "Design Preview - SMP Enhancements" on 7th April at 8am US Pacific / 4pm GMT.
- Technical Workshop Schedule:** States "Each week we conduct technical overview workshop webcasts for clients with pending technical projects. To see the current schedule, click here."

At the bottom, there is a "Release Calendar" section with a calendar icon and the text "All patch and release dates through the end of the year".

Project Timeline

For Cornerstone Business Edition clients, a typical implementation time line depends on a number of factors including the number of modules purchased as well as how data will be incorporated in the system (i.e. system integrations). An implementation for Cornerstone Business Edition is self-paced and depends on the availability of a client's resources and dedication to the project. Many implementation activities can occur in parallel (thus reducing deployment time) or done in series. On average, the normal timeline is 8-12 weeks, although clients have deployed the solution in less than 4 weeks.



H. Training Plan

1. An outline of the training to be provided to the County's technical staff, including the number of training hours to be provided.
2. A list of the training on the operation and use of the applicant tracking system, including, without limitation, the recommended number of attendees, the number of sessions to be provided and the number of hours required to complete each training session.
3. An overview of the training aids, materials, and other non-personnel resources that will be provided by the Proposer. Proposers shall attach samples of any such training materials to the Proposal.
4. A list of recommended ongoing training available to the County after the applicant tracking system is implemented, including whether the training will be provided by the successful Proposer, the training location, the recommended number of attendees, the number of sessions to be provided and the number of hours required to complete each training session.

Cornerstone provides the appropriate training during the implementation process based on the modules and functionality the client is implementing. Cornerstone utilizes a "Train the Trainer" approach as our training services for administrators. Cornerstone educational consultants offer a comprehensive array of training services designed to provide client administrators with the skills and knowledge needed to maximize the benefits of Cornerstone. Our educational services focus on developing deep skills and expertise within your specific Cornerstone usage areas.

Our educational consultants also offer additional services to clients including:

- Additional onsite or private webcast training – standard or custom
- Live coaching
- Custom online system courses for end users and managers
- Custom user guides and quick reference cards
- Train the trainer packages

Cornerstone upgrades all clients when upgrades are deployed quarterly. There is no need for a client to opt-out of a release. If new release functionality is not germane to a client's project scope, the new features are delivered in the "off" position where they will remain until such a time as the client deems them appropriate. Every client will, however, have the opportunity to review and critique the new functionality through product specs and the online staging environment. Cornerstone also conducts free webcasts to all clients before and after every release. In these reviews, Cornerstone educational experts will walk clients through the new functionality. System upgrades are deployed instantaneously – no patches, no lagging behind versions – and no additional cost.

Please see attachment, Cornerstone Training Services for more details.

I. Specific Technical Requirements

Exhibit A – Technical Requirement Worksheet

DESCRIPTIONS			
Level of Significance	Requirements	Compliance Code	Proposer Comment
3 = Required 2 = Highly Desired 1 = Optional		Y = Meets requirements P = Partially meets requirements N = Does meet requirements	Description of how the proposed system meets or partially meets the requirement

SYSTEM REQUIREMENTS				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
1	3	The ability to create, route, track and approve requisitions.	Yes	You can create any number of job requisition templates. This will enable you to predefine many of the information fields and preferences that make up a job requisition form. It will also let you control the experience by the applicant applying for the job opening. These templates will allow you to enforce a standard set of procedures across your organization as it relates to the job requisition management and hiring process. Each workflow is treated as a unique process, and the system will support an unlimited number of concurrent processes. Approval workflows are configurable by client administrators to match any desired business process.
2	3	The ability to create and post job announcements.	Yes	You can pick and post jobs to an unlimited number of commercial job boards, external sites, and internal sites. Additionally, we have a partnership with Broadbean. Broadbean enables you to quickly distribute jobs to thousands of boards. Fields, job board selections, and posting durations can be pre-defined to save time and give you full control over postings and spend. Automatically post jobs to your own Facebook Jobs tab and/or your profile wall. Tweet job postings, engage with clients, as well as job seekers and attract passive candidates from the 12th largest ranked site in the world. Broadbean enables you to quickly distribute jobs to thousands of boards as well as: <ul style="list-style-type: none"> - Advertise jobs on multiple channels without leaving the Recruiting Cloud - Rules-based advertising distribution requires little user input

				<ul style="list-style-type: none"> • Expand your reach with our comprehensive global network of job boards and social media channels • No limit to the number of channels available to you and no charges for new integrations • Base your recruitment strategy on 100% accurate ROI data and optimize media spend • Set job board credit allocation by user or team and maintain complete control over your online spend. • Multilingual system available in 15 native languages and multilingual in-house technical support team
3	3	The ability to create and use prescreening questions in addition to those on the standard application such as supplemental questionnaire submittals.	Yes	During the application process, recruiters are able to use pre-screening questions. In addition, applicants can easily be moved between statuses in order to short-list top talent.
4	3	The ability to create recruitments and examinations which include multiple selection process steps.	Yes	<p>Improve candidate experience by making it easier for external talent to find and apply for relevant jobs while providing candidates visibility into the hiring process, so they'll always know their status. Easy to use recruiting management for everyone involved in the hiring process, from the recruiter to the hiring manager to the interview team. Features Include:</p> <ul style="list-style-type: none"> • Certification & Skills Assessment • Fast and Accurate Candidate Evaluations • Collaborative Reviews, Ratings & Rankings
5	3	The ability to track applicants, and notifications to applicants as they move through the examination – selection process.	Yes	The system shows the applicant and hiring manager the status as it relates to how far through an application they are (e.g., 50%, 80%, 100%). It shows the candidate what their current status is within a requisition (e.g., interview, review, background check). Cornerstone administration is supported through automatic e-mail notification. With over 100 event-based triggers, this tool sends e-mail confirmations, notifications, reminders and promotional e-mails based upon specified action triggers. These notifications are configurable.
6	3	The ability to plan, schedule, process, score and analyze multiple types of examinations, including performance, written, oral and weighted exams and application appraisals.	Yes	Administrators can build out application workflow templates that can include a variety of action items including exams and competency assessments.
7	3	The ability to create pass points and view statistical examination analysis.	Yes	Supported via Cornerstone's Reporting Engine and Analytics module.

8	3	The ability to create a ranked employment list.	Yes	Supported via Cornerstone's Reporting Engine and Analytics module.
SYSTEM REQUIREMENTS				
Item Number	Level of Significance	Requirements and Features	Compliance Code	Proposer Comment
9	3	The ability to certify a ranked employment list.	Yes	Supported via Cornerstone's Reporting Engine and Analytics module.
10	3	The ability to create "canned" and ad-hoc reports.	Yes	Cornerstone utilizes a proprietary reporting engine that is included with the application. In addition to approximately 90 included "canned" reports, the platform also includes a custom reporting tool (Analytics) for the creation of a limitless number of highly specific reports. Lastly, the application includes powerful Dashboards technology to present immediate views into the most complex data.
11	3	The ability for applicants to create and submit job interest cards to notify them of future employment opportunities.	Yes	The Job Alert functionality enables candidates to sign up for email notifications when positions that match their interests become available within the organization. External applicants create job alerts from an organization's career site and specify the job alert title and frequency, either daily or weekly. Internal applicants create job alerts in the Career Center and can elect to be notified when positions in which they are interested become available.
12	1	The ability to post recruitment videos with job announcements.	Yes	Supported.
13	3	The ability to provide online salary information filtered by bargaining unit, job title and keyword search.	Yes	Via advanced search.
14	3	The ability to provide online job descriptions information filtered by bargaining unit, job title and keyword search.	Yes	The career site page is the page to which applicants are directed when they choose to search for jobs from an organization's website or from an external job board. Cornerstone is completely web-based enabling applicants to apply online from this site. The Search Jobs widget enables job seekers to search for and find jobs on a career site. The widget can be configured as a search bar that is editable by the user, a list of jobs that match search criteria that is defined by the administrator, or a combination of the two.

15	3	The ability for users to post multiple attachments, including resumes and licensure certificates.	Yes	From the upload page of the career site, the applicant can upload their resume, a cover letter and up to 3 additional attachments to associate with the application such as work samples, reference letters, etc. Once uploaded, the applicant can then edit the fields it populates via the resume parser. The Recruiter / Hiring Manager can also upload a resume to a candidate's profile. The candidate can also apply with their LinkedIn profile which will automatically upload their LinkedIn resume into Cornerstone. Once uploaded, the applicant can then edit the fields it populates via the resume parser.
16	3	The ability to add supplemental information to posted job classification, including promotional recruitments.	Yes	Please see above.
17	3	The ability for applicants to save partially completed applications and complete them in subsequent sessions.	Yes	Supported.
18	3	The ability to work as a vendor hosted solution from within the County's Civic Plus hosted website.	Yes	The Cornerstone application is entirely web-based. Cornerstone is a multi-tenant, multi-user, on-demand application providing true Software-as-a-Service (SaaS) delivery. There are no hardware requirements, no software maintenance, and no network administration required by the client. The Cornerstone application may be securely accessed 24x7 through any internet connected computer with a standard browser
19	3	The ability to do bilingual applications.	Yes	Cornerstone is available in 41 different languages.

J. Cost Proposal

Exhibit B – Cost Proposal Form

Itemize the costs to the County for all services to implement application tracking system. Include all required services, manuals, documentation, training-related expenses and materials and taxes. Costs for the entire project shall be summarized on this form. A narrative may be attached to clarify any pricing data submitted.

Development, Implementation, Installation and other Professional Services	\$ 12,000.00
Training and Documentation	\$ included
Annual Maintenance and License Fees	\$ 27,900.00
Other Required Components Included from Exhibit A that are Not Included Above	\$ n/a
Total Bid Costs	\$ 39,900.00

Software and Services Pricing Quotation

Prepared for		Date:	20 February 2014
	County of Humboldt, CA	Quote ID:	Q-00008475
	By Courtney Searles csearles@csod.com	Valid Until:	9/30/2014

Software



Recruiting Cloud

Career Site Portals	Candidate Search	
Applicant Tracking	Agency Portal	
Requisition Management	Offer Letter Management	
Resume Parsing	Referral Suite	
Job Board Management	Candidate Network	
Interview Management	Applicant Cost Tracking	

Year 1	2,000 employees at 13.95/employee	\$ 27,900.00
Year 2	2,000 employees at 13.95/employee	\$ 27,900.00
Year 3	2,000 employees at 13.95/employee	\$ 27,900.00

Support

Professional

- Live phone support, 8:00a - 8:00p in your time zone, Monday-Friday (excluding holidays)
- Up to 3 named customer contacts including one primary administrator
- 24/7 self-service online support and knowledge base portal
- Customer portal for case management
- Cornerstone Success Center Community access
- Transition from Implementation Services at Go-Live
- Shared Global Care team
- Quarterly business review upon client request

Note: By upgrading your support level to the Premier or Premier Plus levels of support, County of Humboldt, CA can increase available live support to 24/5 or 24/7, increase the number of named contacts, and gain access to valuable and powerful tools like the Strategic Business Impact and Support Performance Scorecards, as well as other enhanced support levels.

Year 1	Included
Year 2	Included
Year 3	Included

Training

Basic Training

All access to system admin online courses	Ask-A-Trainer community access	
Virtual Labs for hands-on practice	Getting Started course	
Business Case scenario courses	10 admin contacts for the life of the contract	

Year 1	Included
Year 2	Included
Year 3	Included

One Time Setup and Integration Fees

Implementation Services

Recruiting Implementation Included

Integration Projects

Recruiting Historical Data Load (RHDL) Included

Inbound Data Feed - OU/Users (IDF) Included

Single Sign On Standard (SSO) Included

Outbound Data Feed - Recruiting (ODFR) Included

Total: \$12,000

See Statement of Work

The above implementation fee/description is based on information provided within the RFP. Additional scoping by Cornerstone OnDemand's professional services team, in collaboration with Humboldt County, may be needed to determine final detailed Statement of Work (SOW)

Investment Summary

	Year 1	Year 2	Year 3
Software & Other Recurring	27,900.00	27,900.00	27,900.00
One Time Services	12,000.00	-	-
Totals	39,900.00	27,900.00	27,900.00

Notes

K. Documentation

Please refer to the Cornerstone attachments section.

L. References

Exhibit D – Reference Data Sheet

REFERENCE DATA SHEET	
Provide a minimum of three (3) references with name, address, contact person, and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.	
NAME OF AGENCY:	Safe Horizons
STREET ADDRESS:	2 Lafayette St Fl 3
CITY, STATE, ZIP	New York, NY 10007
CONTACT PERSON:	Patrick Matthews EMAIL: patrick.matthews@safehorizon.org
PHONE #:	212-577-7700 FAX #: no fax
Product(s) and/or Service(s) Used:	Learning Cloud
Department Name:	Human Resources
Approximate County (Agency) Population:	920 employees
Number of Departments:	do not have number of departments; client will be able to advise
General Description of Scope of Work for New Applicant Tracking System:	purchased Cornerstone's LMS for 920 users in 2011
Time frame for Implementation from Date of Contract Award to Completion:	do not have project duration; client will be able to advise
Applicant Tracking System Implementation Date:	
NAME OF AGENCY:	Goodwill Industries of San Francisco, San Mateo, and Marin Counties
STREET ADDRESS:	1500 Mission St.
CITY, STATE, ZIP	San Francisco, CA 94103-2513
CONTACT PERSON:	Linda Oziel EMAIL: loziel@sfgoodwill.org
PHONE #:	(415) 575-2159 FAX #: 301-530-1516

Product(s) and/or Service(s) Used:	Learning Cloud
Department Name:	People Development
Approximate County (Agency) Population:	450 employees
Number of Departments:	do not have number of departments; client will be able to advise
General Description of Scope of Work for New Applicant Tracking System:	purchased Cornerstone's LMS for 450 users in 2010
Time frame for implementation from Date of Contract Award to Completion:	do not have project duration; client will be able to advise
Applicant Tracking System Implementation Date:	

NAME OF AGENCY:	Planned Parenthood of the Pacific Southwest	
STREET ADDRESS:	1075 Camino Del Rio S	
CITY, STATE, ZIP	San Diego, CA 92108	
CONTACT PERSON:	Rebecca Everett	EMAIL: reverett@planned.org
PHONE #:	619.881.4632	FAX #: 619-291-0117
Product(s) and/or Service(s) Used:	Learning and Performance Cloud	
Department Name:	Human Resources	
Approximate County (Agency) Population:	475 employees	
Number of Departments:	do not have number of departments; client will be able to advise	
General Description of Scope of Work for New Applicant Tracking System:	purchased Cornerstone's LMS and performance management functionality for 475 users in 2012	
Applicant Tracking System Implementation Date:		

M. Evidence Of Insurability/Business License

Please see attachment, Cornerstone Insurance Certificate.

N. Exceptions, Objections and Requested Changes

Cornerstone notes that the terms and conditions included in Humboldt County's contract largely match or complement those found in Cornerstone's standard License and Services Agreement (LSA). The terms are generally acceptable to the extent that they are consistent with and applicable to Cornerstone's offering of software-as-a-service for a subscription term with all maintenance, upgrades, releases, and support included for the life of the contract. We acknowledge this project will be subject to completion of our normal engagement acceptance process and execution of a contract that will incorporate mutually agreeable terms and conditions. We are confident that we will be able to successfully negotiate terms and conditions with Humboldt as we have in the past with multiple government entities.

Here is a list of exceptions:

1.RFP

- a. In paragraph "G" of the RFP, it might be noting in regards to the last 2 sentences that the implementation timetable should be determined by both Cornerstone and Humboldt in scoping the implementation.
- b. Section 13 of the RFP: #2: It should be noted that all intellectual property developed in connection with the applicant tracking system will be owned solely by Cornerstone, not the County. In fact, the system has already been developed by Cornerstone is already owned by Cornerstone.

2. Sample Agreement

- a. Section 3A: We would request that the right to terminate for cause be made mutual.
- b. Section 7: We would request clarification as to the extent of 'reports' requested here. In any case, we would also request that the words "Upon the County's request," be added to the beginning of the second sentence of this section.
- c. Section 8B: We would request that, except to the extent required by law, any such examinations/audits be conducted no more than once per contract year at a time and in a manner to be reasonably agreed by the parties.
- d. Section 8C: We would request that the party responsible for not meeting the program requirements of an audit be responsible for the cost of correcting the deficiency as opposed to the cost of the audit.
- e. Section 10A: We would request a mutual confidentiality obligation since both parties will exchange confidential info under the agreement.
- f. Section 15A: Our General Liability coverage is \$1M per occurrence, but \$2M in aggregate.
- g. Section 15B(1): Details in this section can be confirmed with our insurance carrier once we've been selected.
- h. Section 15B(6): Further discussion would be needed regarding this section as Cornerstone would not generally agree to the last 3 sentences.
- i. Section 19: We generally request the right to assign to an affiliate or successor-in-interest so long as the rights and remedies of the County are not affected.
- j. Section 25: Title to documentation provided by Cornerstone should remain with Cornerstone, however the County would continue to own all title and rights to its own documentation and information.
- k. Section 31: Rather than a monetary penalty to be paid by Cornerstone, we could agree to alternative liquidated damages for any implementation delays caused by Cornerstone – such as one extra day of software license/access for each day of delay caused by Cornerstone. It should also be noted here that the implementation process is highly collaborative and the timeliness of an implementation will depend greatly on the County's performance of its tasks.

Cornerstone OnDemand Attachments

- Cornerstone Recruiting Cloud Datasheet
- Cornerstone Insurance Certificate
- Cornerstone Training Services



Improve the recruiting process and reduce overall hiring costs

source & select

Cornerstone Recruiting Cloud

Talent teams today are faced with the challenge to hire the best talent in a complex job market. To successfully compete, you must understand the strengths and weaknesses of your current workforce while planning to meet future business objectives. With an influx of active and passive job seekers for specific roles, how can talent acquisition teams engage and recruit the most qualified candidates? The ability to identify the most talented candidates quickly and effectively is critical to enhancing the recruiting process, reducing overall hiring costs and improving organizational performance and success.

Developed with both recruiters and the workforce in mind, the Cornerstone Recruiting Cloud significantly improves your ability to identify, attract and engage the right candidates. Empowering your talent management efforts, the Recruiting Cloud is designed to be natively social and integrates with Cornerstone's Integrated Talent Management suite.

Attract the Very Best Talent

Enable recruiters, employees and candidates to share jobs across hundreds of social networks. Create and post your requisitions on the most popular job boards and social talent communities. Expand your reach and improve the effectiveness of social sourcing and talent pipeline building.




Support Collaborative Hiring

Hiring is a team effort that requires input from several internal groups. The Recruiting Cloud provides a unique social approach that promotes internal team reviews, discussions and ratings of candidates. An easy to use recruiting solution for everyone involved in the hiring process.

Build Strong Talent Communities

Easily build key bench strength within your organization by gaining visibility into existing talent pools. Proactively train and develop employees for key positions and nurture external talent pools to foster ongoing candidate relationships.

Easy-to-Use Interface

Candidates					
Name		Select Source	Select Status	Search	
Select All		Actions			
Name & Contact	Source	Status	Days	Matching Criteria	
 <p>Selma Gardner sg@us.com</p>	Corporate	Interview	8	86%	6 (1 Ratings)
 <p>Thor Roberts tr1@usa.com</p>	Corporate	Phone Screening	8	57%	4 (1 Ratings)
 <p>Jacob Martin jacobm@us.com</p>	Corporate	In Review	12	43%	3 (2 Ratings)

Source & Select Candidates

Share Ratings & Rankings

The Recruiting Cloud adds to Cornerstone's organic end-to-end talent management capabilities by providing a way for organizations to maximize the effectiveness of the employees they have and attracting the best and brightest to win the war for talent. Empower your recruiting efforts to drive both external referrals and internal mobility, while cutting time to fill open requisitions and increasing the quality of hire.

Key features that impact your recruiting efforts:



Recruitment Management

- Applicant Management
- Configurable Workflows & Requisition Management
- Career-site Builder



Source & Select

- Social Network Integration
- Employee Referral Engine
- Internal and External Candidate Search
- Integration with Existing Resume Databases



Screening & Assessment

- Certification & Skills Assessment
- Fast and Accurate Candidate Evaluations
- Collaborative Reviews, Ratings & Rankings



Talent Pipelines

- Talent Pools of Internal and External Candidates
- Assign Training and Assessments
- Build Relationships and Engagement with Integrated Communication Tools

csod.com/recruiting-cloud



Cornerstone OnDemand is a global leader of cloud-based talent management software solutions. Our solution is designed to help organizations empower their people and maximize the productivity of their workforce. **To learn more, visit csod.com.**

Cornerstone

ONDEMAND *Empowering People*



2013 Educational Services

www.csod.com

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Educational Services

Cornerstone
ON DEMAND *Empowering People*

Our Educational Services team provides consulting, training and performance support tools to enable you to learn and use our talent management applications successfully. We offer a blended training approach to accommodate different learning styles.

Our learning packages for new client system administrators include:

- **Live webcasts**
- **Self-paced online courses**
- **Virtual labs**
- **Q&A Communities**
- **Live onsite training**
- **Performance Support**

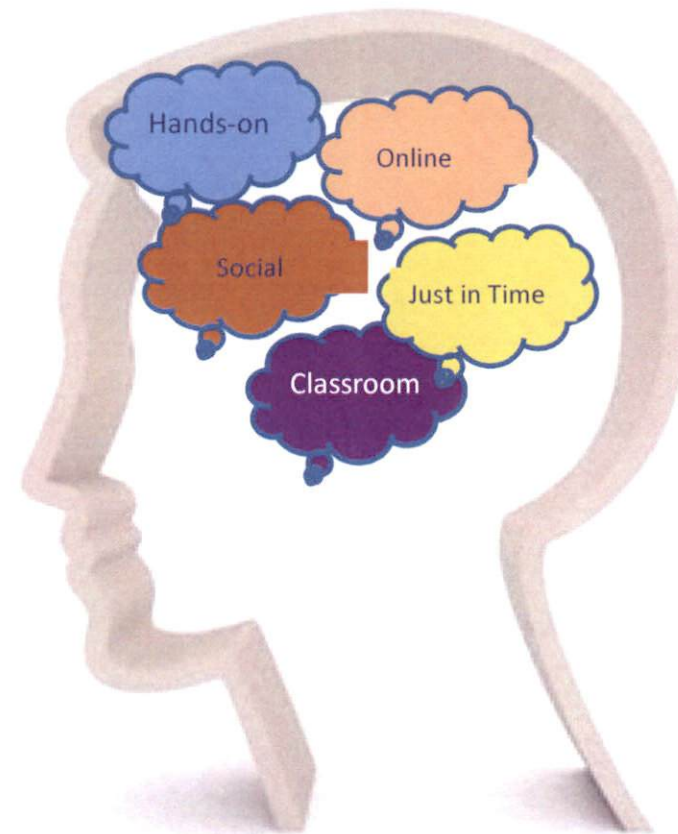


Why is blended learning better?

Everyone learns differently.

- 🎧 Just in Time Learning
- 🎧 Learn by “Doing”
- 🎧 Social Learning

Our blended approach meets your needs whether you have 5 minutes or 5 days and whether you want a lot of interaction or just to find the information you need independently.



Client Training Package

Cornerstone
ON DEMAND Empowering People

Learn Cornerstone

TRAINING PACKAGE & ADDITIONAL SERVICES



YOUR TRAINING PACKAGE



Getting Started
Your Training Package



Learning Path
Your Learning Plan



Ask a Trainer
Get Answers



Virtual Labs
Practice



Learning & Extended Enterprise Courses

- By Curricula
- System Configuration
- Managing Learning Objects
- Instructor Led Training
- Connect-Social Collaboration
- Competency/Development Plan
- E-commerce
- Reports & Emails
- Volunteer Management
- Business Case Scenario Courses



Performance Courses

- By Curricula
- System Configuration
- Performance Management
- Succession Management
- Compensation Management
- Reports & Emails
- Business Case Scenario Courses



Recruiting Courses

MORE SERVICES

Need More Help?



- Additional Support
- Online Help

Need a Page Design?



- Custom Page Workshop
- Custom Page Services

Want End User
Materials?



- End User & Manager Templates
- Recruiter Training & Materials

Our Admin Training Package includes:

- Access to ALL system online courses
- Virtual labs and live workshops
- Business Case Scenario courses
- Ask A Trainer Forum
- Templates to create End User Materials
- Comprehensive Online Help and Performance Support Tools

Online Courses

Cornerstone
ONDEMAND Empowering People

- Self paced, interactive courses on Cornerstone System Administrator functionality
- Learn what you need when you need it – whether you are new to the system or an experienced administrator
- Includes best practices, process and workflow suggestions
- Full audio and closed captioning

The image displays three overlapping screenshots from an online course interface. The top-left screenshot shows a 'Welcome to Organizational Units' screen with a navigation menu including 'Succession', 'Performance', 'Analytics', and 'Compensation'. The top-right screenshot shows an 'ORGANIZATION STRUCTURE' form with fields for 'Manager', 'Approver', and various IDs (ABC Corporation, Project Manager, etc.). The bottom-center screenshot shows a diagram of organizational units: 'Division' (represented by a pie chart), 'Position' (represented by a group of people), 'Cost Center' (represented by a dollar sign), 'Location' (represented by a globe), and 'Grade' (represented by a bar chart). The interface includes the Cornerstone logo and navigation links like 'connect • develop • perform' and 'HELP | PRINT | EXIT'.

Optional Follow-Up Training



2 Day Live Onsite or Webcast

Follow-up training for the Core Package

Deep dives, labs or specialty topics focused on a subset of functionality specific to your teams needs and your implementation

Follow-up training for the Core Package and completion of online courses a prerequisite

Can generally cover 8-10 topic areas in 2 Days (example topic area - Custom Reporting or Creating Groups or setting up Security Roles)



4 Hour Webcast

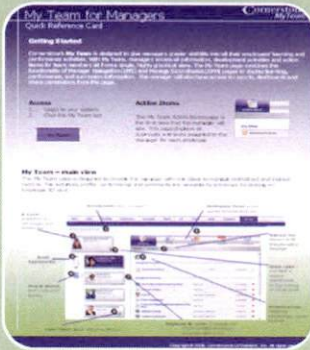
Follow-up training for the Core Package

Deep dives, labs or specialty topics focused on a subset of functionality specific to your teams needs and implementation

Completion of online courses a prerequisite

Can generally cover 2-4 topic areas in each 4 hour live webcast (example topic area - Custom Reporting or Creating Groups or setting up Security Roles)

Additional Services



End User/Manager
Custom Courses and Quick
Reference Cards



Custom Page/Welcome Page

Quick Reference Card Templates

My Team for Managers

Quick Reference Card

Getting Started

Cornerstone's **My Team** is designed to give managers greater visibility into all their employees' learning and performance activities. With My Team, managers access all information, development activities and action items for team members all from a single, highly graphical view. The My Team page combines the functionality of Manager Delegation (MG) and Manage Subordinates (EP) pages to display learning, performance, and succession information. The manager will also have access to reports, dashboards and share permissions from this page.

Access

1. Login to your system
2. Click the My Team tab

Action Items

The My Team Action Items page is the first view that the manager will see. This page displays all approvals and tasks assigned to the manager for each employee.

My Team – main view

The My Team page is designed to provide the manager with one place to manage both direct and indirect reports. The activities, profile, performance and comments are viewable by employee by clicking on Employee ID card.

Callouts:

- Breadcrumb: easy navigation
- Workspace Panel: quickly discover functions
- Dashboard Bar: increase all relevant widgets in the page
- Quick Links: one-click to reports, dashboards, and goal setting or career goals
- Actions: off-line additional functionality, sorted by page
- Employee ID Cards: manager can click to copy, view and print additional information
- People Search: find employee quickly
- Scroll functions: My...
- ID Cards: graphical view of manager and employee
- Direct report: see a list of direct reports

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Employee – Creating Goals

ABC Learning Center - Goal Reference Card

Logging In To get started, log into your intranet and click on the ABC Learning Center link.

Getting Started

You will see a tab on the navigation bar called Performance. Click the **Performance** tab to go to the Goals page and start creating your goals.

Add a Goal

Click the **Create** button to enter goals based on the goal template you received from HR.

After clicking Create, you will be required to enter a **Short Title**, **Goal Description**, select a **Goal Type**, and enter **Weight**. **IMPORTANT: You must include the goal metrics in the Goal Description field.**

Create Goals

Enter details or report using the ID card located in the Library.

Description: You must include the goal metrics in the description field.

Type: Choose Business, Competency or Development.

Weight: You must enter weights for each goal so that Business goals add up to 80% and Competency goals add up to 20%.

Submit: Once each goal has been entered, click Submit.

Request Approval

Send an Approval Request: Click the **Send an Approval Request** link to send all goals to your manager for approval. Your manager will approve or deny your goals. Based upon your manager's decision you will either cancel a denied goal or begin work on approved goals.

Cost & Financial Goals	10/1/2011	Business	20%	Pending Approval	⊕ ⊖ ✕
Customer Service	10/1/2011	Business	10%	Pending Approval	⊕ ⊖ ✕
Execute work and resources so that results are achieved or exceeded	10/1/2011	Competency	10%	Pending Approval	⊕ ⊖ ✕
Take Class: Customer Exam #32	10/1/2011	Development	0%	Pending Approval	⊕ ⊖ ✕
Total			40%		

Send an Approval Request