



Cornerstone Implementation: College Readiness Form

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This worksheet is provided to allow you to prepare to complete the Cornerstone Implementation College Readiness Survey. You will need to complete the survey in one sitting, so be sure you have all of the information you need.

1. Email address
2. Name of person completing the readiness survey
3. College District
4. College Name
5. What month would you like to have Cornerstone implemented?
6. Do you have the necessary time available to complete the required work for implementation?

Section: College implementation team

Section Description: To have a successful implementation you will need to create a dedicated implementation team. Your team should have three designated leaders: Functional lead, technical Lead, Human resources lead. The Functional lead is the person who uses the system on a daily basis with your employees, this is likely your Professional Development or Flex Coordinator. The technical lead should be someone from your technology specialists, this person's responsibility is the backend technical side of Cornerstone. The human resources lead should be someone who can help ensure the data that is sent to Cornerstone is accurate.

7. Will you have a district lead?
8. District lead name
9. District Lead title
10. District lead email
11. Name of your Functional Lead:
12. Title of your Functional Lead:
13. Email address of your Functional Lead
14. Name of your Technical Lead:
15. Title of your Technical Lead:
16. Email address of your Technical Lead
17. Name of your Human Resources Lead:
18. Title of your Human Resources Lead:
19. Email address of your Human Resources Lead
20. Of those on your leadership team, who will be the main project manager?

New section: Your Professional Development/Flex Structure and Program

Description: This section is intended to help your implementation team better understand your unique program.

21. Does your college participate in the Flexible Calendar program?
 - a. Yes, no, not sure
22. What is your requirement for FT Faculty? (required hours and due date(s))
23. What is your requirement for PT Faculty? (required hours and due date(s))
24. Do you have requirements for staff or admin?
25. Do you have a committee for professional development? 26. What type of employees serve on your committee (check all that apply)
 - a. FT Faculty
 - b. PT Faculty
 - c. Classified Staff
 - d. Administrators
 - e. Short-term Employees,
 - f. Students
27. What types of training do you currently offer your employees (check all that apply):
 - a. Face-to-face workshops
 - b. Webinars or other scheduled virtual training

- c. Self-paced online training
 - d. Materials such as documents, powerpoints, pdf's
 - e. Videos
 - f. Books
 - g. Tests
 - h. Observations (such as observing attainment of new skills)
 - i. Employee self-designed training (on their own, not offered through the college)
28. What types of trainings would you like to offer using Cornerstone?
- a. Face-to-face workshops
 - b. Webinars or other scheduled virtual training
 - c. Self-paced online training
 - d. Materials such as documents, powerpoints, pdf's
 - e. Videos
 - f. Books
 - g. Tests
 - h. Observations (such as observing attainment of new skills)
 - i. Employee self-designed training (on their own, not offered through the college)
29. Do you require your employees to get approval from a manager in order to attend trainings? If yes, do all employee require approval or only certain employees?
30. Do you want Cornerstone to be setup to require approvals to take trainings?
- a. Yes, no, not sure
31. Do you assign trainings to employees? If yes, do assign training to all employees or only certain employees?
- a. Text response
32. Would you like managers to be able to assign trainings in Cornerstone?
- a. yes, no, not sure
33. Will your college use Cornerstone to assign recurring compliance trainings?
- a. yes, no, not sure
34. Which content vendor, if any, do you utilize for compliance training?
35. Would you like to have your trainings in Cornerstone be evaluated by your employees after completion?
- a. No, Yes- required evaluation, Yes, optional evaluation

Section: Technical Information

36. What HRIS/Personnel Administration system does your college use?"
37. How will your employees access Cornerstone:
- a. Single Sign On, Custom login page
38. If you selected Single Sign On, Do you have the necessary infrastructure?
- a. Active Directory Federated Services, Shared Key, Ping, OKTA, Microsoft Azure AD, or Other
39. Do you plan on having users request a user account in Cornerstone who are not employees of your organization (e.g., contractors, customers)?
- a. yes, no, not sure
40. Do all of your employees have unique email addresses?
- a. yes, no, not sure