Introduction

In this scenario, an employee will access their observation checklists and view their progress.

1. From the Cornerstone home page, hover over Performance and click My Checklists.
2. On the **My Checklists** screen you will see a **Checklist Summary** with all of your observation checklists that are not started or in progress listed.

![Checklist Summary](image)

3. Click the checkbox next to **Show Completed** to show your completed checklists. The completion date will be listed to the right of the checklists.

![Completed Checklists](image)
4. Click on **All Competencies** to see a list of all of the competencies you have been assigned. You can search for a specific competency by name by typing in a keyword into the **Name field** and clicking **Search**.

5. Click on the **down arrow** to expand the list of competencies. Here you can see who the competencies were validated by, the date you were validated, and the method of validation.

6. Navigate to the left sidebar and click on a specific checklist to view additional details about that checklist.
7. The **Description** tab shows a description of the checklist.

8. The **Methods** tab shows the possible methods of validation for the checklist.

9. You may upload up to three attachments for the checklist under the **Attachments** tab. To upload an attachment, click **Choose File**, select the attachment from your files, then click **Add**.

10. The **Co-Planners** tab shows the validators who are able to validate you on that checklist.
11. Scroll down to the checklist header. Here you will see a progress bar for the checklist, as well as the list of individual competencies for that checklist. If the competency has been validated, you will see the validator's name, date of validation, and method of validation.

12. Navigate back to your list of checklists any time by clicking Checklist Summary on the left sidebar.