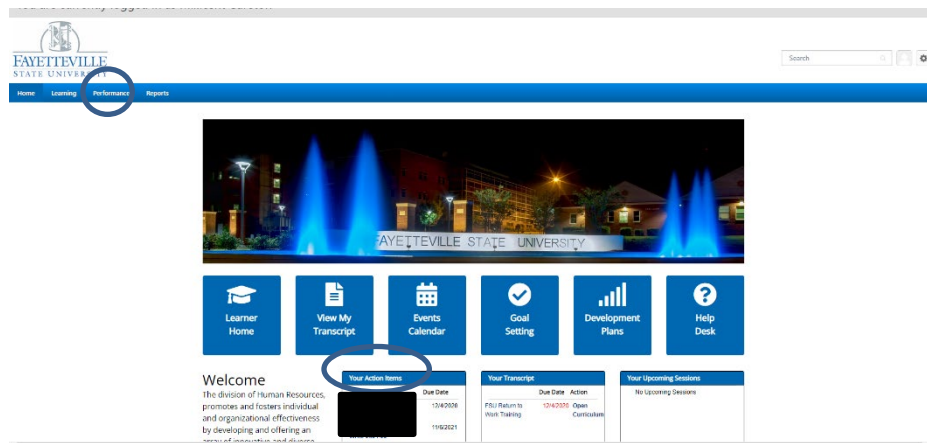
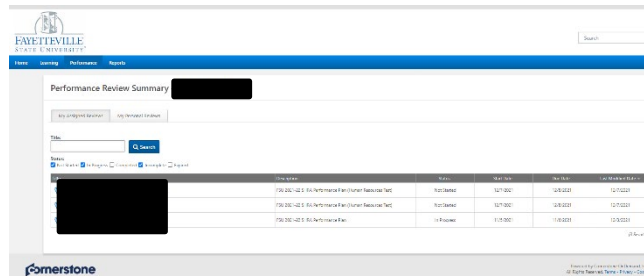


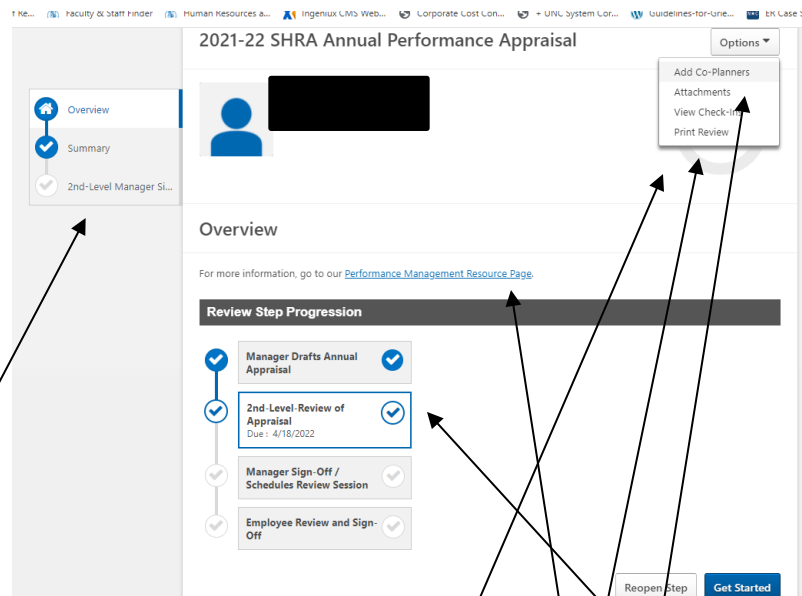
Cornerstone Guide
How to Complete the Performance Appraisal
I am the 2nd Level Supervisor



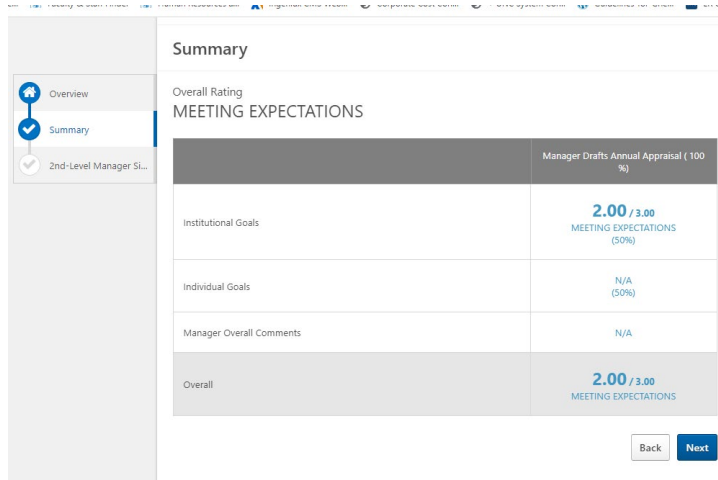
- Welcome to the Home Page of Cornerstone
- To see your action items, you can either click **“Your Action Items”** on the bottom of the page or you can select Performance from the top bar and then select performance reviews



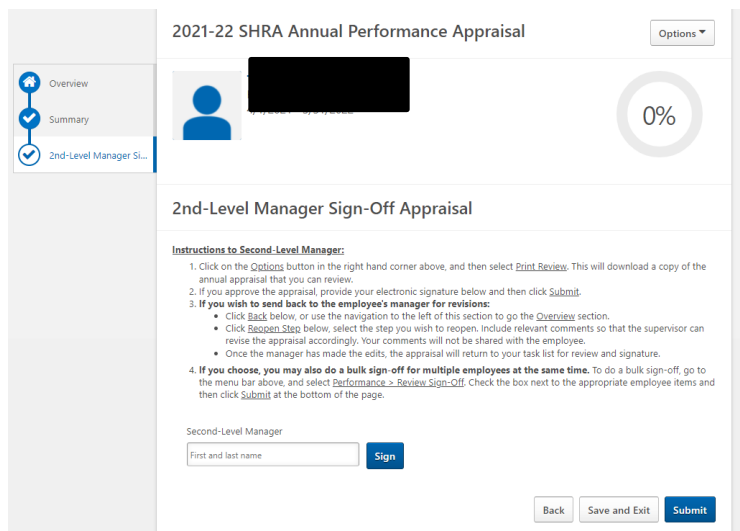
- If the Performance Appraisal is in your action items for a 2nd level signature, the Title will say “2nd Level Review of 20XX-XX Performance Appraisal
- Select the Performance Appraisal



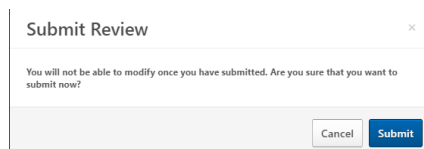
- This page will let you know that you are at 0% completion
- You can access FSU’s Performance Management Page if you need to
- 2nd level supervisors **DO** have the option to assign a **Co Planner** if need be
- It will show that the Performance Appraisal is on the second step of the progression
- On the left-hand side, it only shows the signature step
- To review the Performance Appraisal, you will need to select **Print Preview**
- After a couple of seconds, it will show via PDF
- You will now be able to review
- If you suggest that the supervisor, make changes select **“Reopen Step”** – This will send the Performance Appraisal back to the supervisor
- If you agree with the Performance Appraisal, select **“Get Started”**



- The summary page shows you the overall rating for individual and institutional goals.
- When you have reviewed the Performance Appraisal and reviewed the summary you can select **“Next”**



- Once ready to sign you will enter your signature
- Click sign
- Your name and signature date will show
- You now have the option to **“Save and Exit”** or if you are ready to submit click **“Submit”**
- **ONCE YOU HAVE SUBMITTED, YOU WILL NOT HAVE THE ABILITY TO VIEW IT AGAIN**



- Another box will show to make sure that you would like to submit the Performance Appraisal
- If you would like to cancel, click **“Cancel”**. If you would like to Submit click **“Submit”**

2021-22 SHRA Annual Performance Appraisal

Options ▾

Overview

Summary

2nd-Level Manager Si...

100%

Thank you. The appraisal will move to the next step in the process.

1. Manager Drafts Appraisal
2. 2nd-Level-Review of Appraisal
3. Manager Sign-Off and Schedule Review Session
4. Employee Review and Sign-Off

Once the manager and employee sign off, the annual appraisal will be complete.

[Go to Action Items](#)

- You have now completed the 2nd level signature
- If you would like to view your other action items, select **“Go to Action Items”**