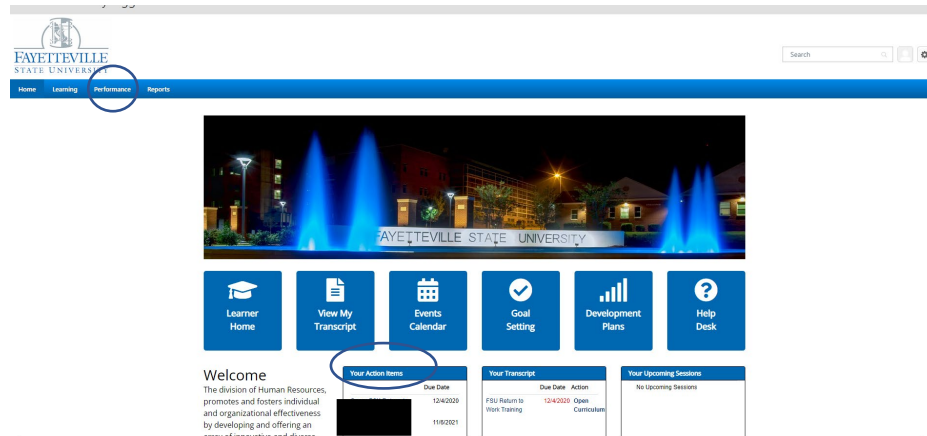


## Cornerstone Guide

### How to Complete the SHRA Performance Appraisal Employee Review & Sign Off

#### I am the Employee



- 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

Performance Review Summary - Gerri Berry

My Assigned Reviews | My Personal Reviews

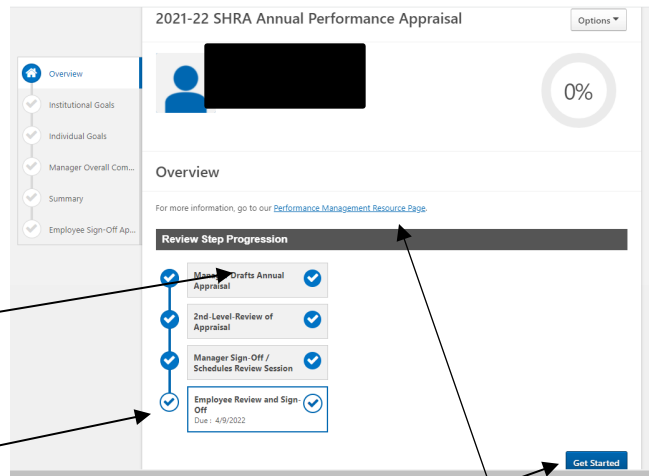
Title:

Status:  Not Started  In Progress  Completed  Incomplete  Expired

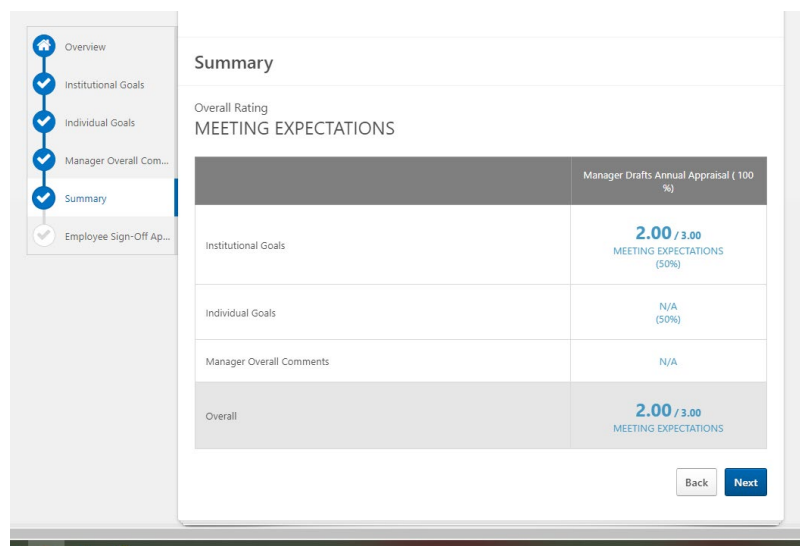
Title	Description	Status	Sent Date	Due Date	Last Modified Date
[Redacted]	FSU 2021-22 SHRA Performance Plan (Human Resources 5e)	Not Started	12/8/2021	12/8/2021	12/8/2021

(1 Result)

- Select your Performance Appraisal for Review and to Sign Off



- Final Step of the Review step Progression is for the Employee to Review and Sign Off
- On the left-hand side, you will go through the Institutional Goals, Individual Goals, Manager Overall Comments, and the summary page
- If you would like to view this as a PDF you can go to **Options** then **Print Preview**
- You can access FSU's Performance Management Page for further information
- Click **Get Started**



- Once you have reviewed the Institutional Goals, Individual Goals and Manager Overall Comments you will reach the summary page. This is an overall rating with everything combined.
- Select **Next**

- Employees are only signing off that they have **RECEIVED** the Performance Appraisal
- Employees do have the option to Decline to Sign if they would like
- Employees can leave comments in the **“Comment”** section
- To sign off on the Performance Appraisal, the employee needs to enter their name where it says **“Employee”**

- Once the employee signs the Performance Appraisal you will receive another notice asking if you are sure you would like to submit the Performance Appraisal
- **ONCE YOU CLICK SUBMIT YOU WILL NO LONGER BE ABLE TO REVIEW THE PERFORMANCE APPRAISAL**

- Your final step is now complete.

- If you would like to print off your **COMPLETED** Performance Appraisal, select **“Print Preview”** from the **“Options”** drop down