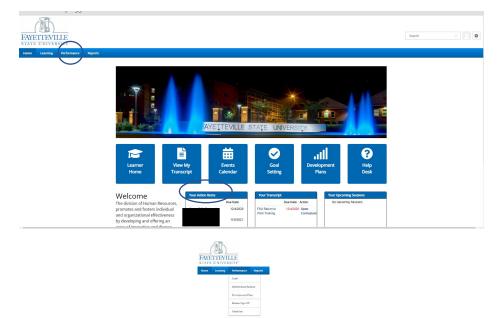


Cornerstone Guide

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

| erformance Review Summary - | Gerri Berry | | | | |
|---|----------------------|--------|------------|----------|----------------------|
| My Assigned Reviews My Personal Reviews | | | | | |
| lei | | | | | |
| Q Search | | | | | |
| Q. Search Res: Not Started In Progress Completed I Incomplete D | pind | | | | |
| tus: | pired Description | Status | Start Date | Due Date | Last Modified Date ~ |

- Select your Performance Appraisal for Review and to Sign Off

| | 2021-22 SHRA Annual Performance Appraisal | Options 🔻 |
|----------------------|---|-------------|
| Overview | | 0% |
| Individual Goals | | |
| Manager Overall Com | Overview | |
| Summary | For more information, go to our Performance Management Resource Page. | |
| Employee Sign+Off Ap | Review Step Progression | |
| | Appraisal | |
| | 2nd-Level-Review of | |
| | Manager Sign-Off / Schedules Review Session | |
| | Employee Review and Sign- Off Due : 4/9/2022 | |
| | | Get Started |
| | | |

- 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 <u>"Get Started"</u>

| Institutional Goals | Summary | | | |
|----------------------|--|--|--|--|
| Individual Goals | Overall Rating MEETING EXPECTATIONS | | | |
| Manager Overall Com | | Manager Drafts Annual Appraisal (100 | | |
| Summary | | %) | | |
| Employee Sign-Off Ap | Institutional Goals | 2.00/3.00 MEETING EXPECTATIONS (50%) | | |
| | Individual Goals | N/A (50%) | | |
| | Manager Overall Comments | N/A | | |
| | Overall | 2.00/3.00 MEETING EXPECTATIONS | | |
| | | Back Nex | | |

- 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 <u>"Next"</u>

| _ | | To print your annual performance appraisal, go to <u>Options</u> in the upper right corner. In the drop down menu, select <u>Print Review</u> to download your appraisal. Once you have completed your performance review session with your manager and reviewed |
|---|----------------------|--|
| 9 | Overview | the appraisal, please sign below and click <u>Submit</u> . Please note that your electronic signature below only indicates that you have received this annual performance appraisal, that yo |
| 5 | Institutional Goals | Preservation of the control of the c |
| 5 | Individual Goals | Grievence Rights: Under the University STRA Employee Grievance Policy, only a Final Overall Reting of Net Meeting Expectations can be prived: to be eligible, an employee must file their grevance with the human resources office within 15 calendar days of the date of the employee's performance appraisal review session with their manager. For more information on the orievance process and alternative dispute resolution options, contact the employee relations staff in Human Resources. |
| 2 | Manager Overall Com | ווא שראיש אוש איש אוש אוש אושראל איש אושראל אישראלי אישראלי אישראלי אישראלי אישראלי אישראלי אישראלי אישראלי איש |
| > | Summary | Employee First and last name Sign |
| 0 | Employee Sign-Off Ap | Decline to sign |
| | | Comment |
| | | BIUSIA FR |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- Employees are only signing off that they have **<u>RECEIVED</u>** 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 <u>"Employee"</u>

| Submit Review | × |
|--|-------|
| You will not be able to modify once you have submitted. Are you sure that you wan submit now? | t to |
| Cancel | ubmit |

- 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
- <u>ONCE YOU CLICK SUBMIT YOU WILL NO LONGER BE ABLE TO REVIEW THE</u> <u>PERFORMANCE APPRAISAL</u>



- Your final step is now complete.

 If you would like to print off your <u>COMPLETED</u> Performance Appraisal, select <u>"Print Preview"</u> from the <u>"Options"</u> drop down