

Cornerstone Guide

How to Complete the Performance Appraisal

I am the Supervisor



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



	2021-22 SHRA Annual Performance Appraisal Options •
Overview	
Institutional Goals	
Individual Goals	
Manager Overall Com	Overview
Summary	For more information, go to our Performance Management Resource Page.
Manager Sign-Off App	Review Step Progression
1	Image: Drafts Annual Appraisal Image: Drafts Annual Appraisal De::::::::::::::::::::::::::::::::::::
	2nd-Level-Review of Appraisal
	Manager Sign-Off / Schedules Review Session
	Employee Review and Sign- Off
	Get Started
- You	can now begin the employees Performance Appraisal.
- On f	he left side, it shows the performance appraisal steps
	in the state of th

- Below it shows the Review Step Progression
- On the right side it will show how much is completed percentage wise
- If you need any additional information you can go to the Performance Management Resource Page
- If you need to assign a co-planner, click <u>"Options"</u>, and select co-planner. Doing this will assign someone the same authorization as the supervisor

Let's get started!

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	2021-22 SHRA Annual Performance Appraisal Options •
Overview	0%
Institutional Goals	
Individual Goals	
Manager Overall Com	Institutional Goals
Summary Manager Sign-Off App	Instructions to Managers; Rate each Institutional Goal. Goals are equally weighted.
	For non-supervisory employees, select "Does Not Apply" for the <u>Supervision</u> goal.
	1. Expertise
	Precision: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employees position and profession the requirement of the employees position and profession mode of the employees position and the employees of the employees mode of the employees position and the employees of the employees of the employees mode of the employees mode of the employees of the employees of the employees of the employees mode of the employees mode of the employees mode of the employees mode of the employees mode of the employees mode of the employees
	METING EXPECTATIONS

- This page shows the institutional goals if you continue to scroll you will see them all
- <u>ONLY SHRA</u> employees will receive Institutional Goals, EHRA NF employees will only have Individual goals
- The institutional goals are equally weighted
- You will rate the employee with the appropriate star
 - 1 star Not Meeting Expectations
 - 2 stars Meeting Expectations
 - 3 stars exceeding expectations
- Continue to go through the individual goals

 Oversight: Provides adequate stewardship of Goal-Setting: Provides clear objectives that for Managing Talent: Provides candid, timely, an with the qualities and skillsets for success, and Leading: Serves as role model and engenders 	assigned resources, including budget, space, equipment, and staffing. ster work unit development and align with university values and goals. d constructive feedback on performance and behavior, hires individuals contributes to meeting University EO and affirmative action goals. trust, commitment, and civility.
Choose rating ✔ Not Rated	

- If an employee is not a supervisor, you will select Not Rated because it does not apply to the employee
- You can "Save and Exit" at any time or you can "Save and Continue"
- For the Individual Goals you will rate the employee with the appropriate star
 - 1 star Not Meeting Expectations
 - 2 stars Meeting Expectations
 - 3 stars exceeding expectations

- You can "Save and Exit" at any time or you can "Save and Continue"

	2021-22 SHRA Annual Performance Appraisal
Overview Institutional Goals	67%
Manager Overall Com Summary	Manager Overall Comments
Manager Sign-Off App	Instructions to Managers: Provide comments on the employee's overall performance for this appraisal. This should include explanations for ratings either above or below the "Meeting Expectations" level of performance.
	If the employee received a disciplinary action during this performance cycle, then you must rate at least one goal related to the disciplinary action as "Not Meeting Expectations."
	Once you click <u>Save and Continue</u> , the next page will show a ratings summary, including the employee's final overall rating. If you need to make an adjustment to the rating of any goal, use the <u>Back</u> button below (or the navigation bar of the left side of this section) to make the adjustment.
	Did the employee receive a disciplinary action or rating of Not Meeting Expectations this cycle? Select •

- For the Manager Overall Comments Section please select either yes or no for the first question
 - If the employee received a not meeting expectations in a category, they cannot receive an overall exceeding expectation

	Supervisor's Overall Performance Comments
Manager Overall Com	Comments: "
Summary	B I U S X, X ² I _X II II 作作 医全组目 Font → Size → A→ CD→ 学 ≪ ≫ X D 通回 回 田田目
Manager Sign-Off App	

- We are now to the Supervisors Overall Performance Comments
 - Please list any performance comments you have regarding the employee's performance during the performance cycle being evaluated on
 - If the employee received a Not Meeting Expectations or an Exceeding Expectations in a Category, it will need to be justified in the comment section
- You can "Save and Exit" at any time or you can "Save and Continue"

	Summary	
Overview	Overall Rating MEETING EXPECTATIONS	
Institutional Goals		
Individual Goals		Manager Drafts Annual Appraisal (10 %)
Manager Overall Com		2.00 (3.00
Summary	Institutional Goals	MEETING EXPECTATIONS (50%)
Manager Sign-Off App	Individual Goals	N/A (50%)
	Manager Overall Comments	N/A
	Overall	2.00/3.00 MEETING EXPECTATIONS

- You are now at the summary page. This page will show you the overall rating for the individual, institutional, and overall rating for the appraisal. If you would like to see the comments go to **"options", "print preview",** and view it pdf version
- Once complete and you have reviewed everything click <u>"submit"</u>

Submit Review		×	
You will not be able to modify once you have submitted. Are you submit now?	sure that you	want to	
	Cancel	Submit	r Drafi
			2

- Another box will show up asking if you are sure you would like to submit
- If so, click submit. If not, click cancel and select Save and Exit on the previous page

STEP	<mark>'S ONCE 2nd L</mark>	LEVEL SUPERVISOR S	IGNAT	<mark>URE IS</mark>	COM	PLETE
My Assigned Reviews	My Personal Reviews					
Title: Status: V Not Stacked <table-cell> in Progress</table-cell>	Q Soarch					
Title		Description	Status	Start Date	Due Date	Last Modified Date =
1		PSU 2021-22 SHRA Performance Plan (Human Resources Test)	In Progress	12/7/2021	12/9/2021	12/8/2021

- Select the employee

Portion
Instructional Goals Instructional Goals Individual Goals Inditional Coals <tr< td=""></tr<>
Institutional deals invidual coals
individual Goals Manager Overall Con- Commany Manager Sign-Off Appl.
Marager Overall Can Summary Marager Sign-Off Ap-
Summary Manager Sign-Off Appraisal For more information, go to our <u>Performance Management Resource Bags</u> . Review Step Progression Anager Sign-Off Appraisal Anager Sign-Off Appraisal Anager Sign-Off Appraisal Ind. Level. Review of Appraisal Ind. Level. Review and Sign-Off Appraisal Imager Sign-Off Appraisal <
Manager Sign-Off Apr. Numager Sign-Off Apr. Numager Drafts Annual Manager Drafts Annual Manage
Imager Drafts Annual Appraisal Imager Sign-Off
Aprilal Prd. Level Review of Prance Sign-Off / Schedules Review and Sign- Off Reasons Free Level Review and Sign- Complex Review And Sign- Compl
And-Level Review of And-Level
Manager Sign-Off / Schedules Review Session Der: 4/2/02/2 Off
Employee Review and Sign-
Employee Review and Sign- Off
- The Performance Appraisal is now 75 % complete
The renormance Appraisa is now 75 % complete
- The left-hand side shows that all that is needed is the Marager Sign-Off
- Under the Review Step Progression, we are now on step three Manager Sign Off/Schedule Review
Session
- You can access FSU's Performance Management Website at any time for further information

- If you need to Print Preview to review the Performance Appraisal for a final review you can select <u>"Options"</u> and <u>"Print Preview"</u>
- If you need to Reopen to Previous Step, click <u>"Reopen Step"</u>. This will send it back to the 2nd Level Supervisor.
- To Continue click <u>"Get Started"</u>
- Once you click Get Started, you will go through the Institutional Goals, Individual Goals, Manager Overall comments and the summary.



- Do not sign off until you are ready to send this Performance Appraisal to the Employee
- Once you sign the employee can review the Performance Plan
- You can save and exit if you are not ready to sign
- Enter in your signature and click sign

- Once you sign in the signature box your signature and date will appear
- You can now Save and Exit or Submit

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Submit Review			×
You will not be able to modify once you submit now?	nave submitted.	Are you sure that you wa	ant to
		Cancel	Submit

- <u>ONCE YOU SUBMIT YOU WILL NOT BE ABLE TO OPEN IT BACK UP. IT WILL GO</u> <u>TO THE EMPLOYEE FOR REVIEW AND SIGNATURE</u>