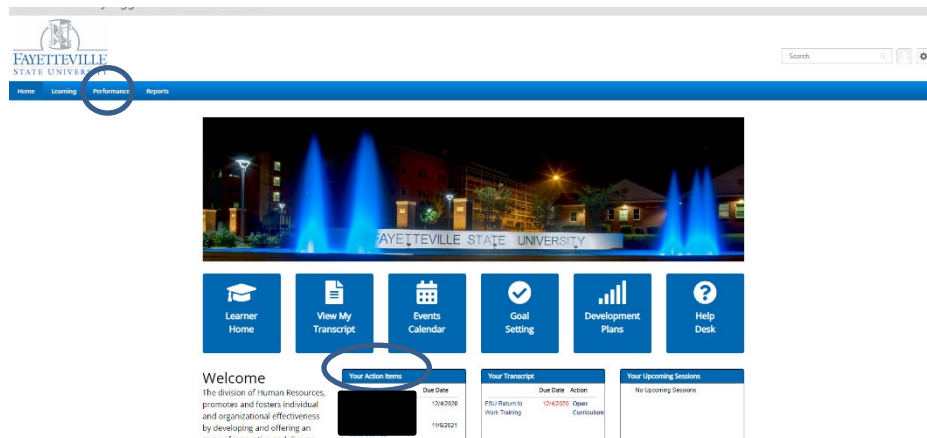
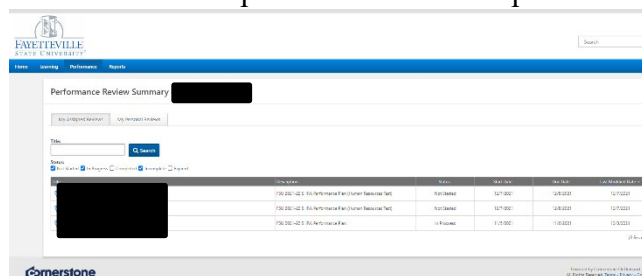
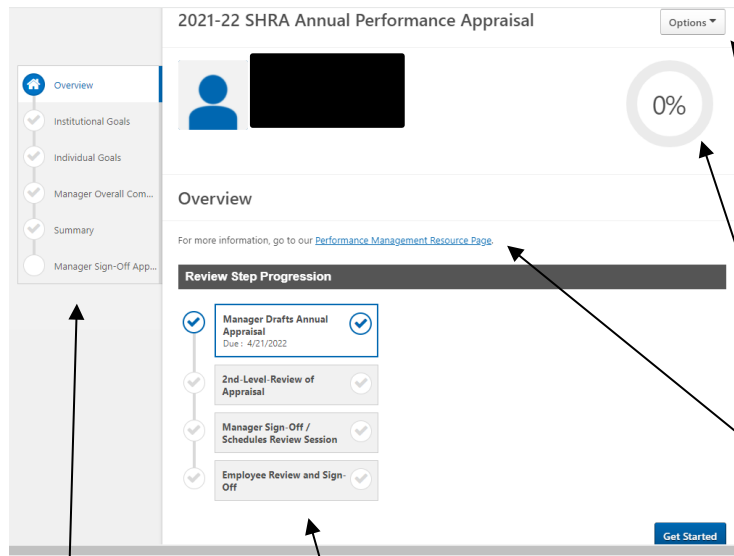


Cornerstone Guide
How to Complete the Performance Appraisal
I am the Supervisor



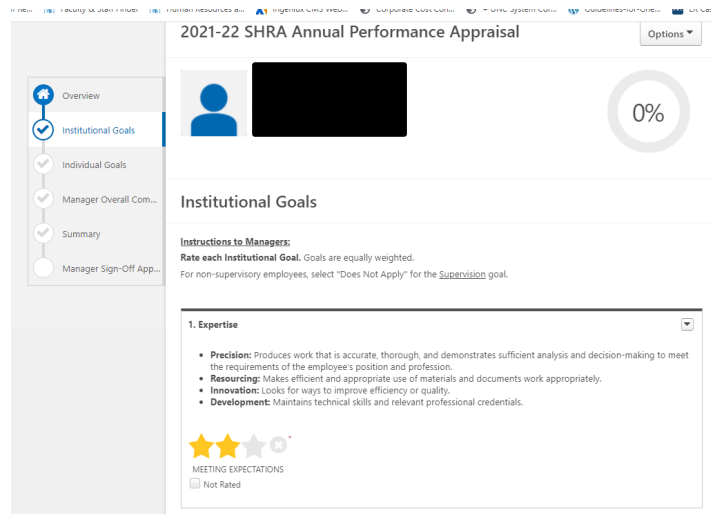
- Welcome to the Home Page of Cornerstone
- To see your action items, you can either click **“Your Action Items”** on the bottom of the page or you can select Performance from the top bar and then select performance reviews



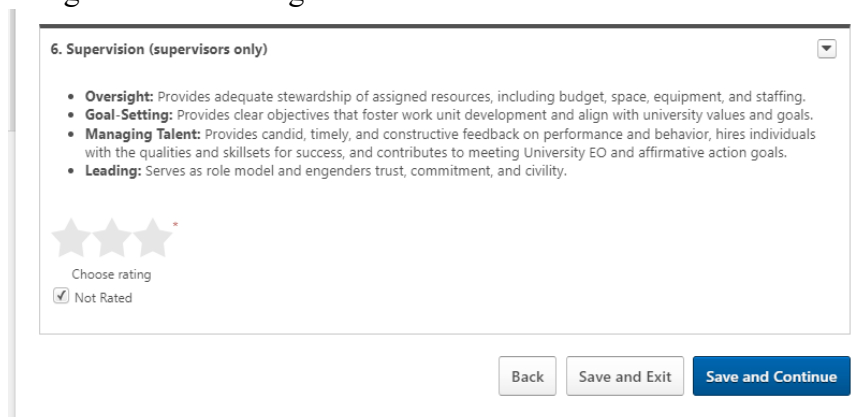


- You can now begin the employees Performance Appraisal.
- On the left side, it shows the performance appraisal steps
- Below it shows the Review Step Progression
- On the right side it will show how much is completed percentage wise
- If you need any additional information you can go to the Performance Management Resource Page
- If you need to assign a co-planner, click **“Options”**, and select co-planner. Doing this will assign someone the same authorization as the supervisor

Let's get started!



- This page shows the institutional goals if you continue to scroll you will see them all
- **ONLY SHRA** 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
 - o 1 star – Not Meeting Expectations
 - o 2 stars – Meeting Expectations
 - o 3 stars – exceeding expectations
- Continue to go through the individual goals

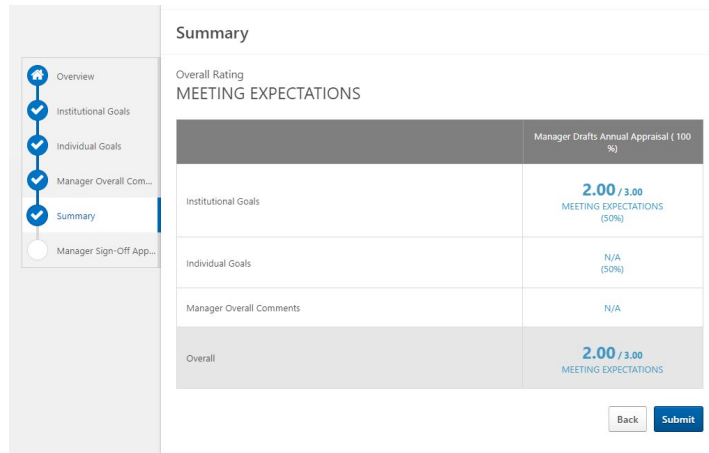


- If an employee is not a supervisor, you will select Not Rated because it does not apply to the employee
- You can **“Save and Exit”** at any time or you can **“Save and Continue”**
- For the Individual Goals you will rate the employee with the appropriate star
 - o 1 star – Not Meeting Expectations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

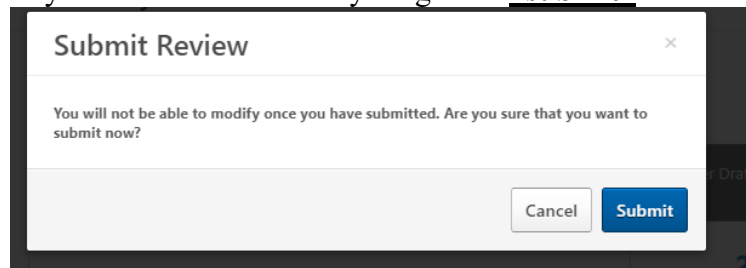
- You can **“Save and Exit”** at any time or you can **“Save and Continue”**

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

- We are now to the Supervisors Overall Performance Comments
 - o Please list any performance comments you have regarding the employee’s performance during the performance cycle being evaluated on
 - o 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”**

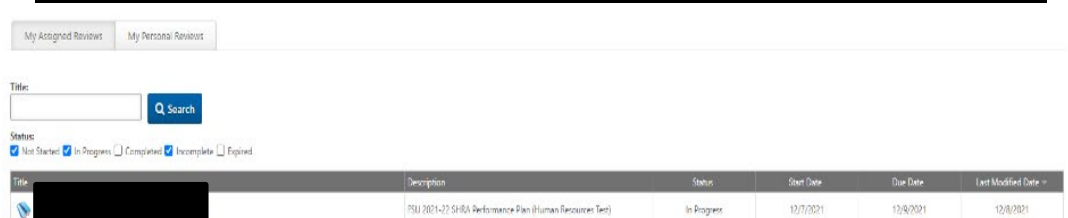


- You are now at the summary page. This page will show you the overall rating for the individual, institutional, and overall rating for the appraisal. If you would like to see the comments go to **“options”, “print preview”**, and view it pdf version
- Once complete and you have reviewed everything click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

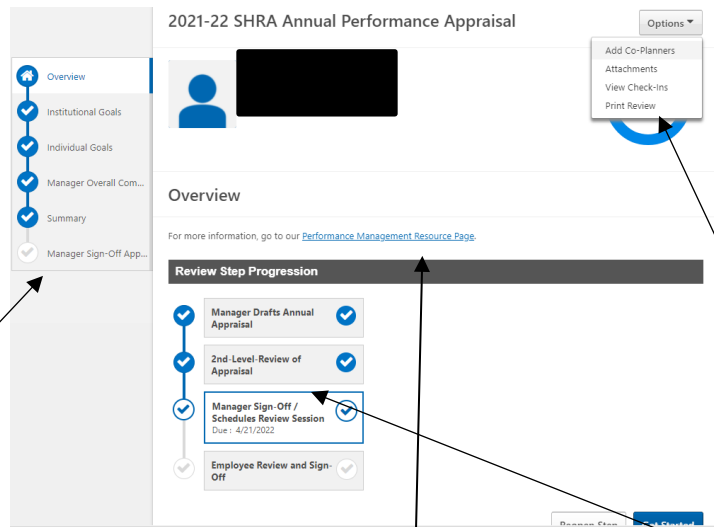


- Another box will show up asking if you are sure you would like to submit
- If so, click submit. If not, click cancel and select Save and Exit on the previous page

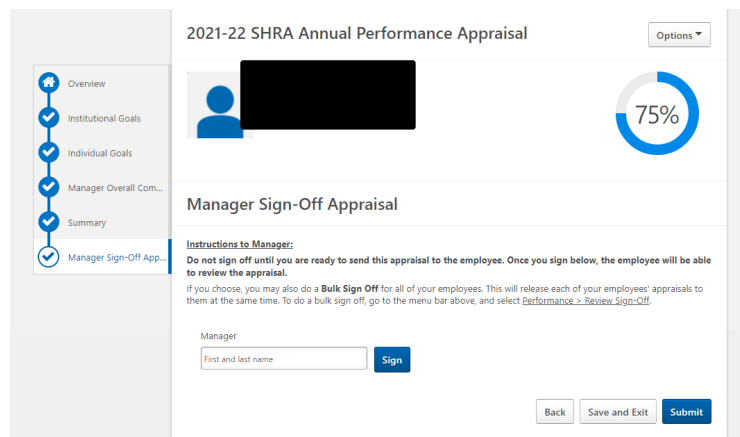
STEPS ONCE 2ND LEVEL SUPERVISOR SIGNATURE IS COMPLETE



- Select the employee

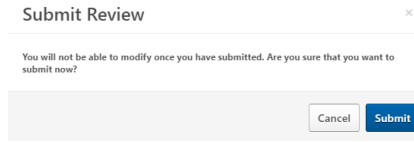


- The Performance Appraisal is now 75 % complete
- The left-hand side shows that all that is needed is the Manager Sign-Off
- Under the Review Step Progression, we are now on step three Manager Sign Off/Schedule Review Session
- You can access FSU's **Performance Management Website** at any time for further information
- If you need to Print Preview to review the Performance Appraisal for a final review you can select **Options** and **Print Preview**
- If you need to Reopen to Previous Step, click **Reopen Step**. This will send it back to the 2nd Level Supervisor.
- To Continue click **Get Started**
- 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



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