Cornerstone Guide

How to Complete the Employee Review & Sign Off

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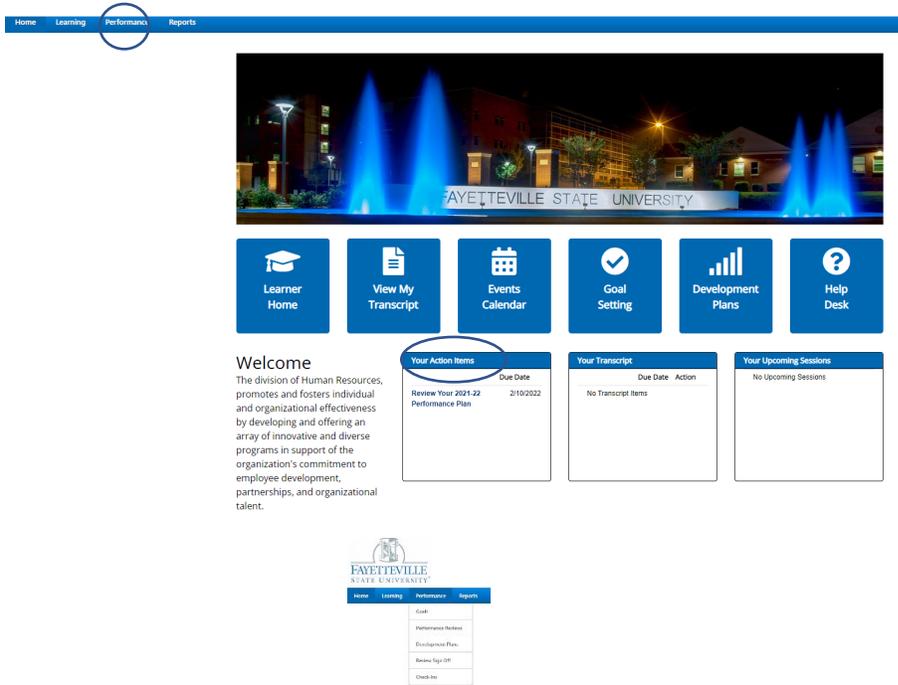
- Welcome to the Home Page of Cornerstone
- To see your action items, you can either click "Your Action Items" on the bottom of the page or you can select Performance from the top bar and then select performance reviews

Performance Review Summary

| My Assigned Reviews | My Personal Reviews |

Title:

[   ] [🔍 Search]

Status:
☑ Not Started ☑ In Progress ☐ Completed ☑ Incomplete ☐ Expired

Title	Description	Status	Start Date	Due Date	Last Modified Date ▾
🏷 Review Your 2021-22 Performance Plan	FSU 2021-22 EHRA NF Performance Plan	Not Started	2/9/2022	2/10/2022	2/9/2022

- Select your Performance Plan for Review and to Sign Off

2021-22 EHRA NF Performance Plan   [Options ▾]

Overview

0%

- Institutional Goals
- Individual Goals 2021-...
- Development Plan
- Employee Sign-Off Plan

Overview

For more information, go to our Performance Management Resource Page.

Review Step Progression

✓ Manager Writes Performance Plan ✓

✓ Employee Plan Review ✓
Due : 2/10/2022

[Get Started]
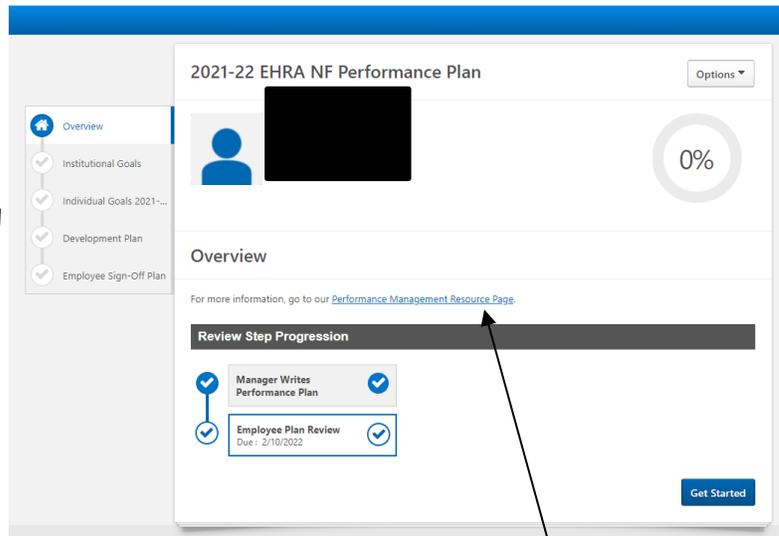
- Final Step of the Review step Progression is for the Employee to Review and Sign Off
- On the left-hand side, you will go through the Institutional, Individual Goals, and the Development Plan
- EHRA N-F employees are not evaluated on Institutional Goals
- You can access FSU's Performance Management Page for further information
- Click **"Get Started"**

- You can **"Save and Exit"** if you need to come back to the Performance Plan
- Or, if you would like to continue to the Individual Goals you can click **"Save & Continue"**
- **Repeat the directions for the Individual Goals and Development Plan**
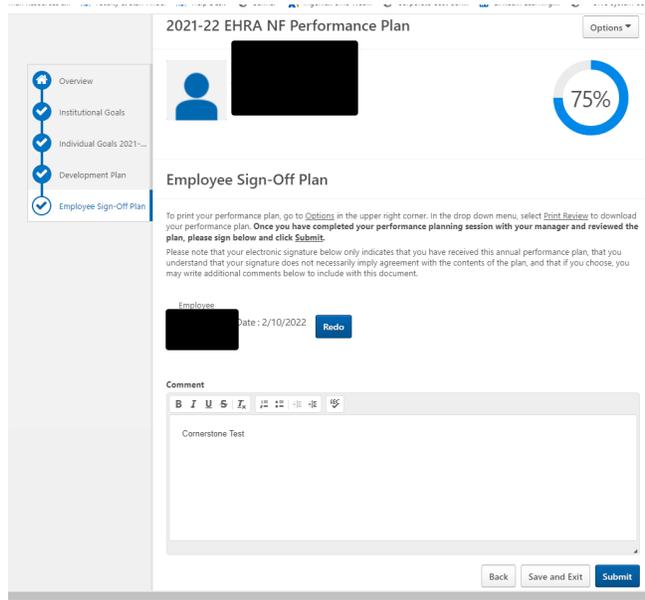
- Employees are only signing off that they have **<u>RECEIVED</u>** the Performance Plan
- Employees do have the option to Decline to Sign if they would like
- Employees can leave comments in the "**<u>Comment</u>**" section
- To sign off on the Performance Plan, the employee needs to enter their name where it says **<u>"Employee"</u>**
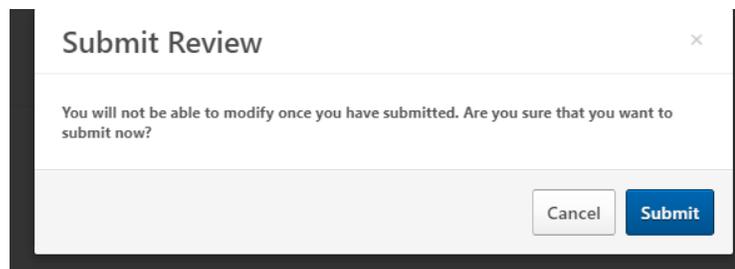
- Once the employee signs the Performance Plan you will receive another notice asking if you are sure you would like to submit the Performance Plan
- **<u>ONCE YOU CLICK SUBMIT YOU WILL NO LONGER BE ABLE TO REVIEW THE PERFORMANCE PLAN</u>**
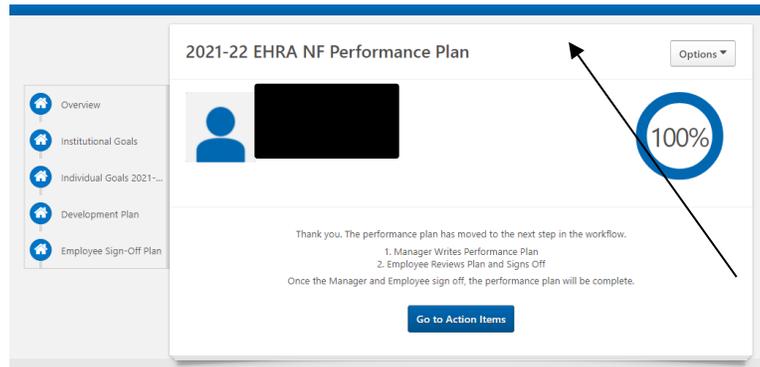
- Your final step is now complete.
- If you would like to print off your <u>COMPLETED</u> Performance Plan, select **"Print Preview"** from the **"Options"** drop down