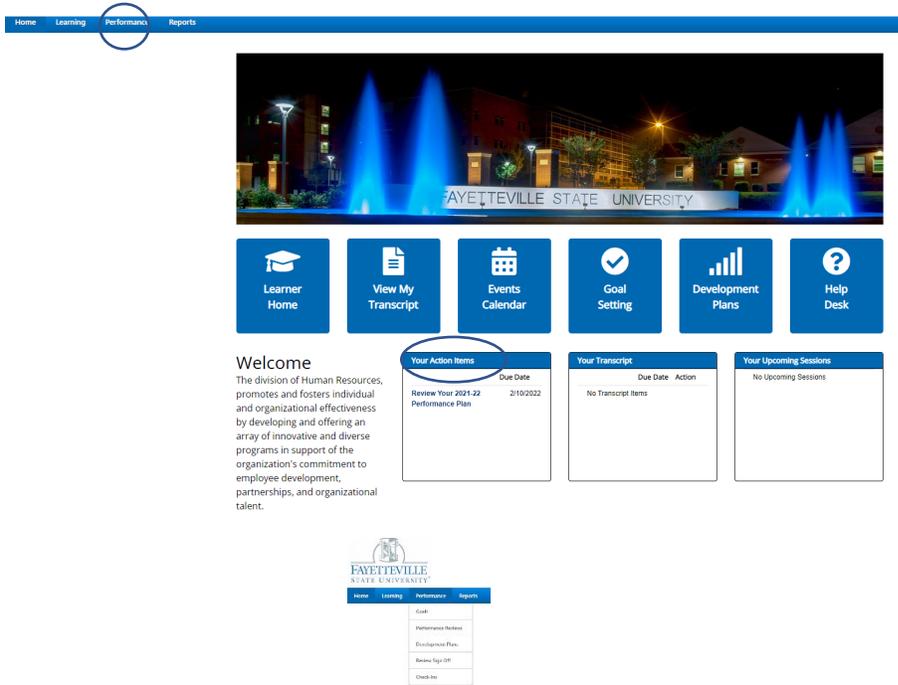


Cornerstone Guide

How to Complete the Employee Review & Sign Off

I am the Employee



Home Learning **Performance** Reports

FAYETTEVILLE STATE UNIVERSITY

Learner Home View My Transcript Events Calendar Goal Setting Development Plans Help Desk

Welcome
The division of Human Resources, promotes and fosters individual and organizational effectiveness by developing and offering an array of innovative and diverse programs in support of the organization's commitment to employee development, partnerships, and organizational talent.

Your Action Items	
	Due Date
Review Your 2021-22 Performance Plan	2/10/2022

Your Transcript	
Due Date	Action
No Transcript Items	

Your Upcoming Sessions	
No Upcoming Sessions	

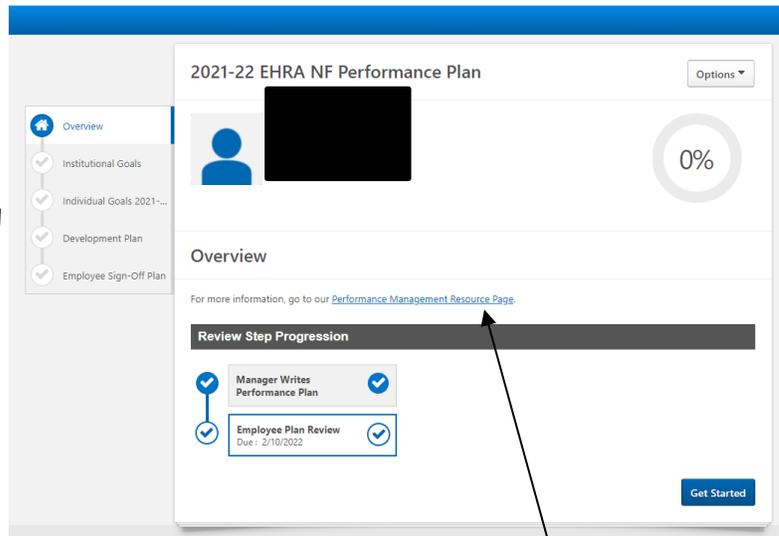
Home Learning Performance Reports

- Dash
- Performance Reviews
- Development Plans
- Backend Sign Off
- Check-In

- 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



- Select your Performance Plan 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, 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"**

The screenshot displays a web interface for creating a performance plan. On the left, a navigation menu includes 'Overview', 'Institutional Goals', 'Individual Goals 2021...', 'Development Plan', and 'Employee Sign-Off Plan'. The main content area is divided into sections:

- 3. Customer-Oriented:** Lists traits like Clarity, Awareness, Attentiveness, and Diplomacy.
- 4. Team Oriented:** Lists traits like Collegiality, Collaboration, Contribution, and Attendance.
- 5. Compliance & Integrity:** Lists traits like Policy, Safety, Ethics, and Respect.
- 6. Supervision (supervisors only):** Lists traits like Oversight, Goal-Setting, Managing Talent, and Leading.

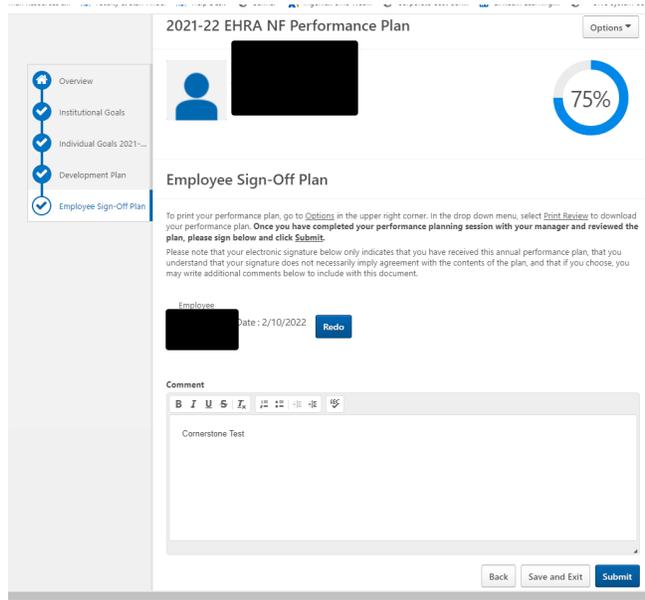
At the bottom of this section are 'Back', 'Save and Exit', and 'Save and Continue' buttons. To the right, three 'Cornerstone Test' and 'Test' items are shown, each with a progress bar at 0% and a 'New - Please Review' status.

This screenshot shows the '2021-22 EHRA NF Performance Plan' interface. At the top right, there is an 'Options' dropdown and a circular progress indicator showing 50%. The navigation menu on the left is the same as in the previous screenshot. The main content area is titled 'Development Plan' and includes:

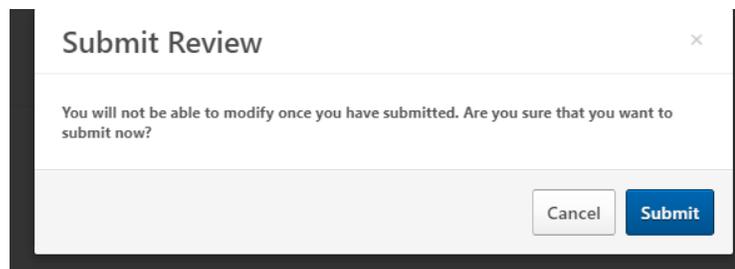
- Instructions to Managers:** A section with instructions on how to enter development activities and assign training modules.
- Customer Service:** A card for 'Customer Service Leadership' with a due date of 5/9/2022.

'Back', 'Save and Exit', and 'Save and Continue' buttons are located at the bottom of the development plan section.

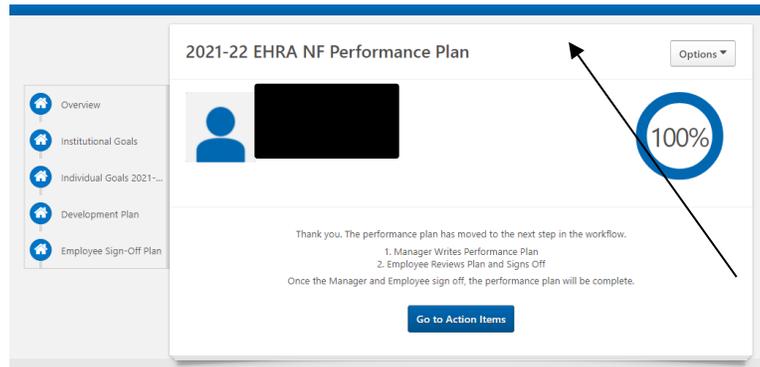
- You can **“Save and Exit”** if you need to come back to the Performance Plan
- Or, if you would like to continue to the Individual Goals you can click **“Save & Continue”**
- **Repeat the directions for the Individual Goals and Development Plan**



- Employees are only signing off that they have **RECEIVED** the Performance Plan
- 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 Plan, the employee needs to enter their name where it says “**Employee**”



- 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
- **ONCE YOU CLICK SUBMIT YOU WILL NO LONGER BE ABLE TO REVIEW THE PERFORMANCE PLAN**



- Your final step is now complete.
- If you would like to print off your **COMPLETED** Performance Plan, select **Print Preview** from the **Options** drop down