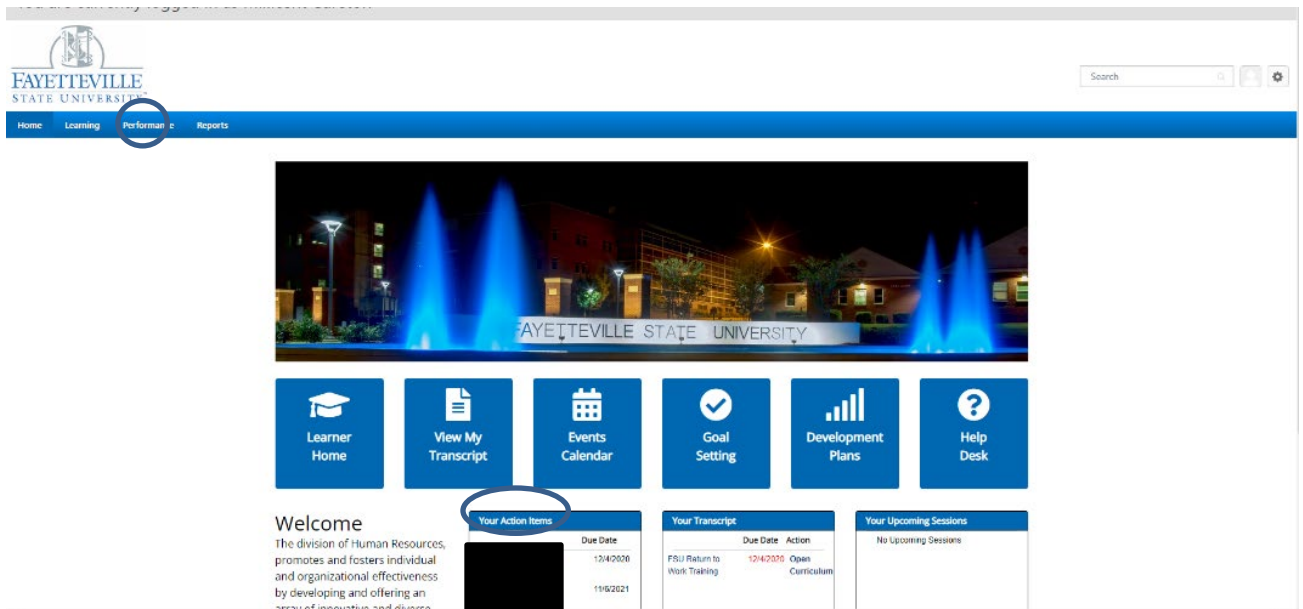


Cornerstone Guide

How to Complete the EHRA N-F Performance Plan

I am the Supervisor



Home Learning **Performance** Reports

Search

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 instruction and services.

Your Action Items	
Due Date	Action
12/4/2016	
11/9/2021	

Your Transcript	
Due Date	Action
12/4/2016	Open Curriculum
	FSU Return to Work Training

Your Upcoming Sessions
No Upcoming Sessions

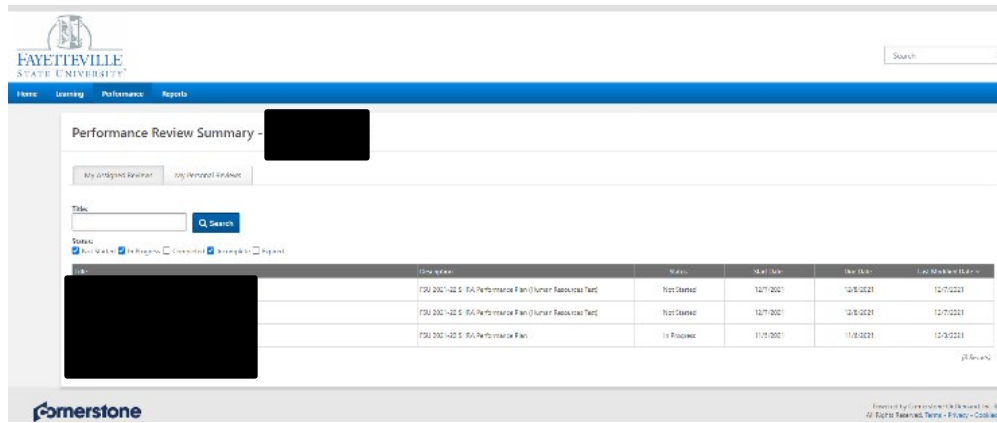


FAYETTEVILLE STATE UNIVERSITY™

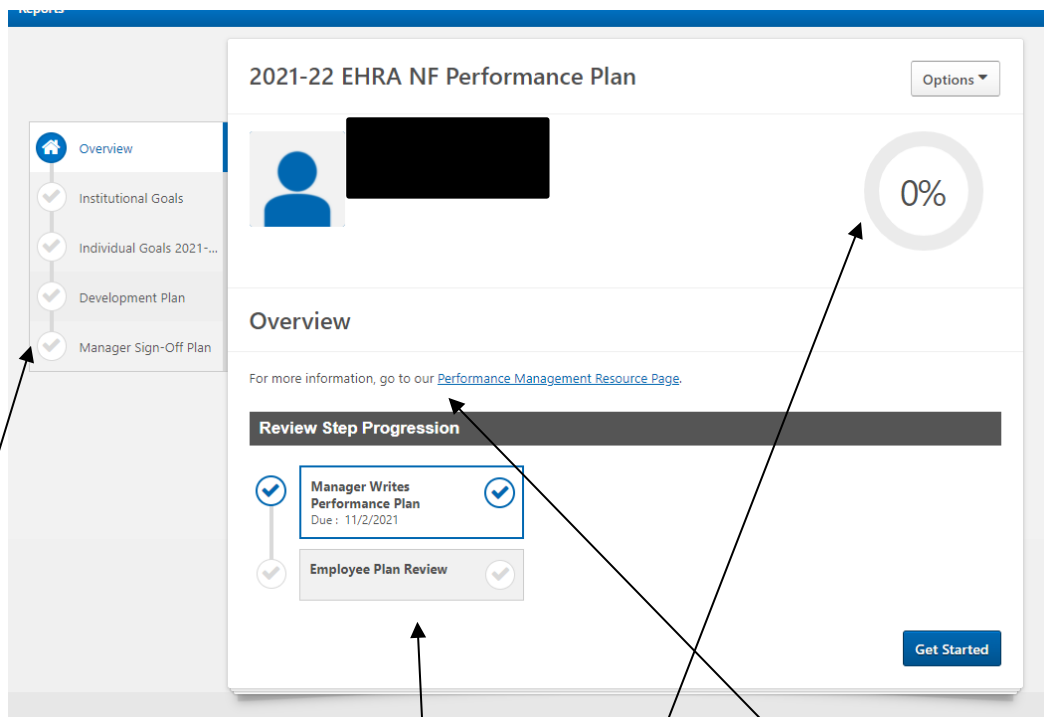
Home Learning **Performance** Reports

- Goals
- Performance Reviews
- Development Plans
- Review Sign Off
- Check-ins

- Welcome to the Home Page of Cornerstone
- We recommend that before you get started, you talk to your employee to see if they had any goals that they would like added to the Performance Plan
- 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

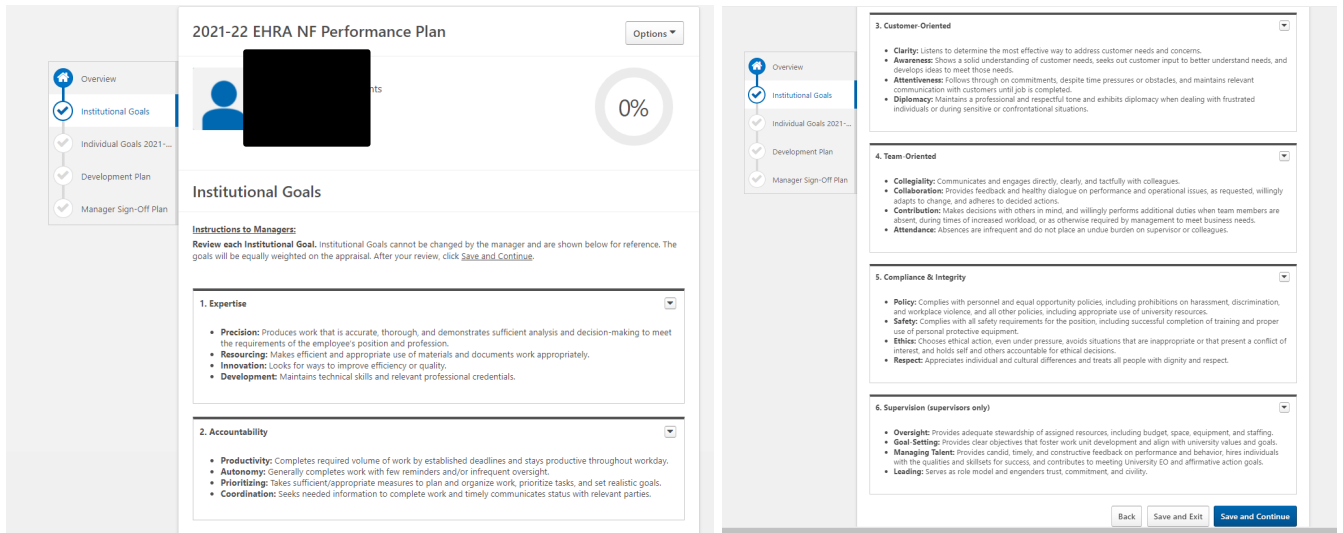


- You can now select your employee's Performance Plan

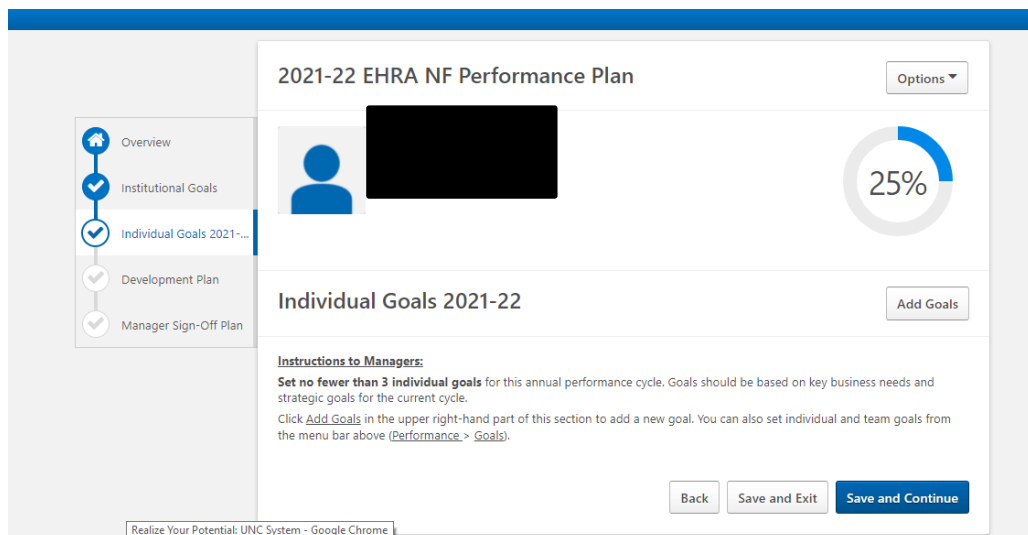


- You can now begin the employees Performance Plan.
- On the left side, it shows the performance plan steps
- Below it shows the Review Step Progression
- On the right side it will show how much is completed percentage wise
- If you need any additional information you can go to the Performance Management 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!



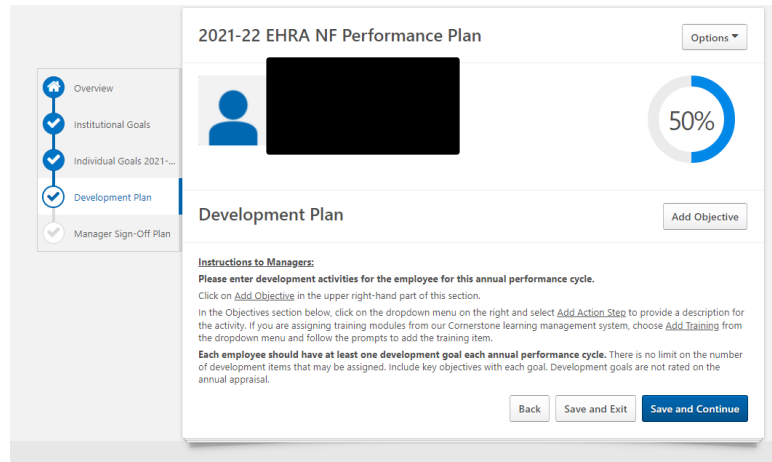
- This page shows the institutional goals if you continue to scroll you will see them all
- **ONLY SHRA** employees will receive Institutional Goals, EHRA NF employees will only have Individual goals
- You can **“Save and Exit”** at any time or you can **“Save and Continue”**



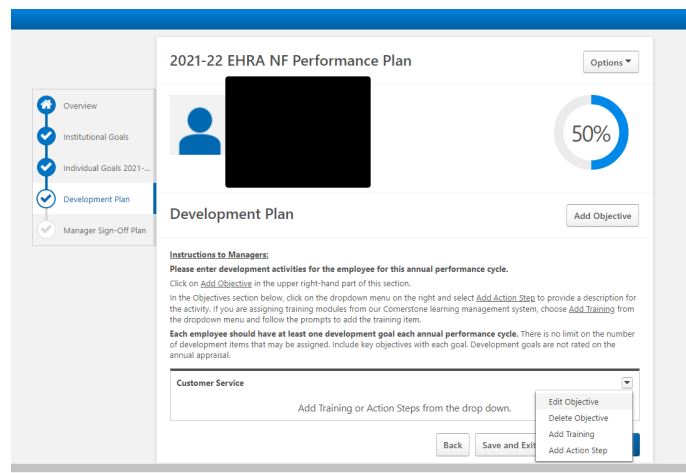
- You will now complete the Individual Goals
- To add a goal, select **“Add Goals”**

- Add in the Goal Title
- Add in the Goal Description (Make sure we you are creating S.M.A.R.T Goals)
- On this page you have the start date, which is the day the new cycle begins
- You can change the due date. For example, if this goal is to be completed in 6 months, you can change it
- You also have the option to attach files if need be
- Click **“SAVE”** to have the goal added

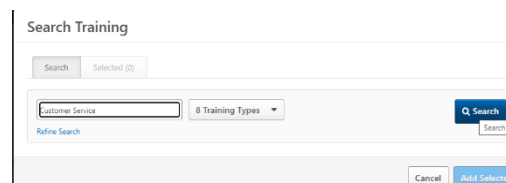
- Once all the goals have been added, you can either **“Save and Exit”** or **“Save and Continue”**



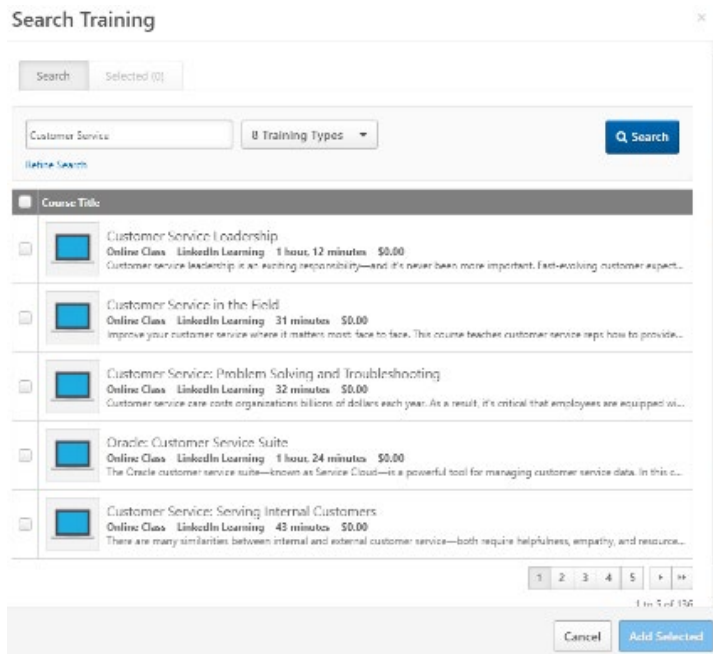
- For the Development plan we recommend at least one development goal, and there is no limit on amount assigned
- Click **“Add Objective”**
- Once selected a box will show, just type in the objective and select **“Save”**, it will add the objective in the plan



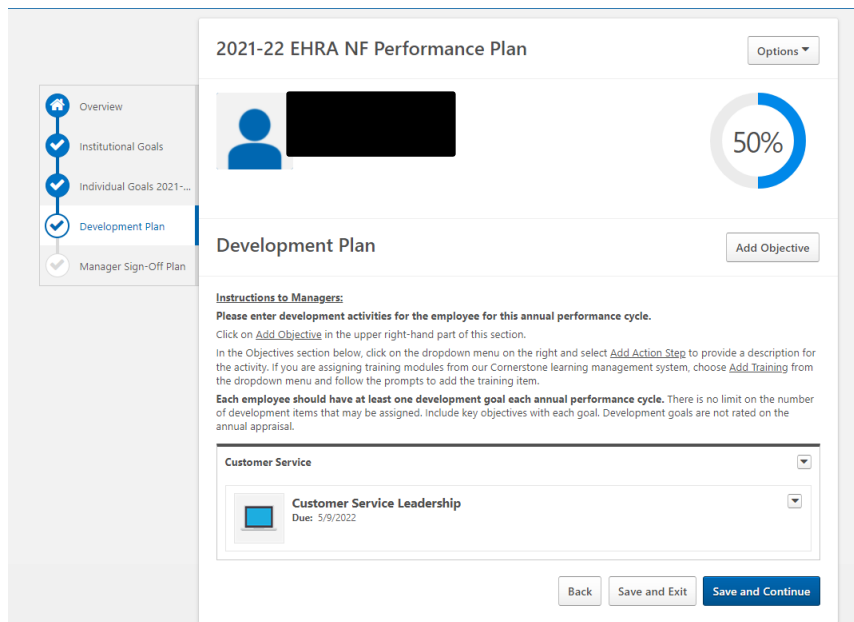
- Once the objective is added, you now have the option to **“Add Training”** to the objective
- You will click the small arrow and select **“Add Training”**
- The training is connected to the Cornerstone Professional Development Portal that is used for FSU’s Training and Development



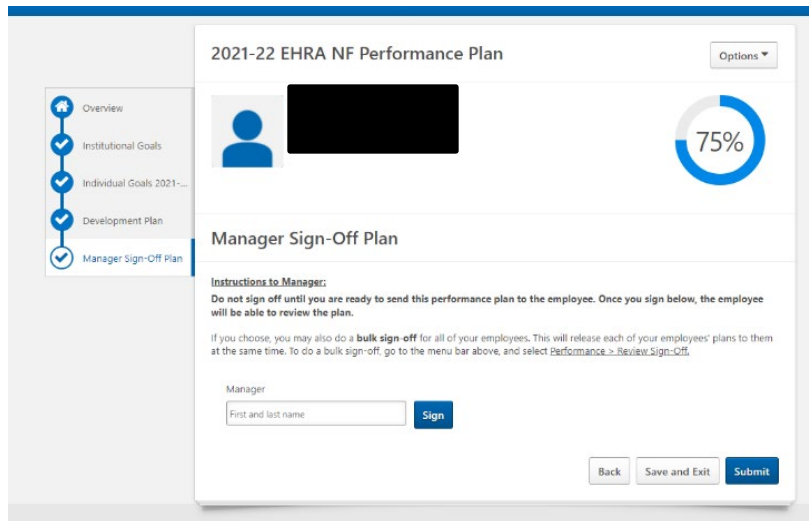
- The Search Training box will come up
- Type in the training you are looking for



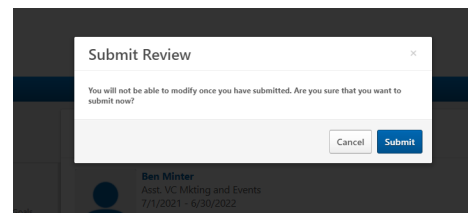
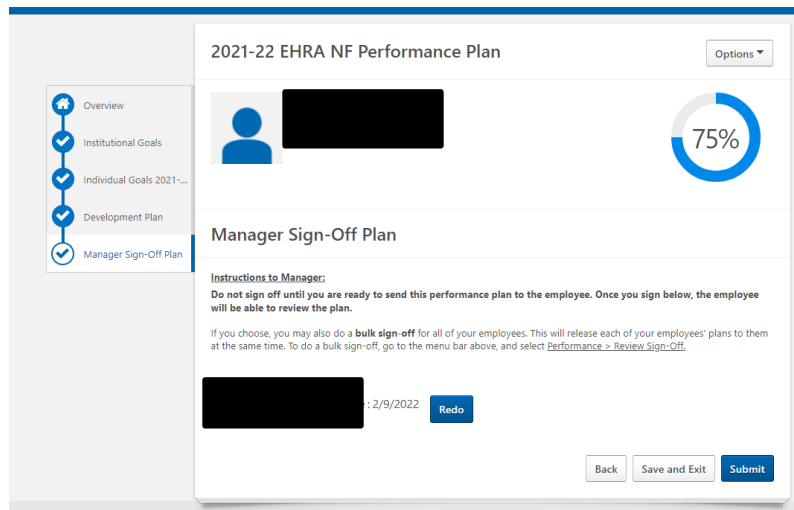
- You are now able to select from trainings in our Cornerstone Training and Development Portal
- This could be a training FSU offers or a training that is offered by LinkedIn Learning
- Select the training you would like to choose and click Add Selected



- Once the development plan has been added, you can either **“Save and Exit”** or **“Save and Continue”**



- You have now reached the Manager Sign-Off
- If you need to come back, you can **“Save and Exit”** at anytime
- If you do not need to add or make changes you will type in your name and select **“Sign”** then you can select **“Submit”**



- Your signature and date will appear
- You can now Save and Exit or Submit
- Do not sign off until you are ready to send this Performance Plan 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

2021-22 EHRA NF Performance Plan

Options ▾

Overview
Institutional Goals
Individual Goals 2021-...
Development Plan
Manager Sign-Off Plan

100%

Thank you. The performance plan has moved to the next step in the workflow.

1. Manager Writes Performance Plan
2. Employee Reviews Plan and Signs Off

Once the Manager and Employee sign off, the performance plan will be complete.

Go to Action Items

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