

## **Cornerstone Guide**

## How to Complete the EHRA N-F Performance Plan

## I am the Supervisor



- 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 <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

Performance Review Summary -					
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- You can now select your employee's Performance Plan

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	2021-22 EHRA NF Performance Plan	Options *
Overview		
Institutional Goals		0%
		4
Individual Goals 2021-		
Development Plan	Overview	
Manager Sign-Off Plan		
/	For more information, go to our <u>Performance Management Resource Page</u> .	
	Review Step Progression	
/	Manager Writes	
/	Performance Plan Due : 11/2/2021	
		/
	<b>↑</b> \\	Get Started
can now begin the	employees Performance Plan.	$\mathbf{h}$
the left side, it shov	vs the performance plan steps	
ow it shows the Rev	view Step Progression /	
the right side it will	show how much is completed percentage with	se
ou need any additio	nal information you can go to the Performan	ce Management Resource I
ou need to assign a	co-planner, click <u>"Options"</u> , and select co-p	lanner. Doing this will assi
same authorization	as the supervisor	

Let's get started!

	2021-22 EHRA NF Performance Plan	•	3. Customer-Oriented	•
Overview Institutional Goals	nts 0%	Overview     Overview     Institutional Goals     Individual Goals 2021	Camp: Listers to determine the most effective way to address contener reads and concerns.     Avereens: Low a void understanding of customer reads, such out customer input to better understand needs     develops used to meet those needs.     Comparison of the second sec	ls, and
Individual Goals 2021		Development Plan	4. Team-Oriented	×
Development Plan	Institutional Goals	Manager Sign+Off Plan	Collegiality: Communicates and engages directly, clearly, and tactfully with colleagues.     Collaboration: Provider feedback and healthy dialogue on performance and operational issues, as requested, will adapts to champe, and adamtes to decided actions: and willing anotherm ended actions when term members	lingly
	Instructions to Managers; Review each Institutional Goal. Institutional Goals cannot be changed by the manager and are shown below for reference. goals will be equally weighted on the appraisal. After your review, click <u>Save and Continue</u> .	e	absert during times of increased workload or as otherwise regulated by management to meet business needs. • Attendance: Absences are infrequent and do not place an undue burden on supervisor or colleagues.	
		_	5. Compliance & Integrity	•
	Expertise     Precision: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to me the requirements of the employee's position and profession.     Resourcing: Makes Hiddent and appropriate use of materials and documents work appropriately.     Inovation: Look for mays to improve difficency or quality.     Development: Marking testimatical sitials and relevant professional credentials.		Naty: complex with personnal and equal expension, bioduling subhilities are hausement doministic and an expension. And after the subscription and any days where the subscription and any days are necessarily and provide the subscription and provide and any days and any any and any and any any and any any and any any and any any any and any	ion, ;per flict of
			6. Supervision (supervisors only)	
	Accountability     Productivity: Completes required volume of work by established deadlines and stays productive throughout workdy     Autonomy: Generally completes work with few reminders and/or infequent oversight.     Producting Tables stillicerizatory portient researces to plan and organice work, promitee tasks, and set relatific positions.     Coordination: Seeks needed information to complete work and timely communicates status with relevant parties.		<ul> <li>Overlight Trovides adequate stewardship of assigned resources, including budget; pace, equipment, and staffer;</li> <li>Geal Setting: Provides care dependent that foster work und development and align with university values and goal</li> <li>Managing Date: Provides careful, equipment, and contributes to meeting university to and attimute action goals.</li> <li>Managing Linear as note model and regretative toxic commitment, and childy.</li> </ul>	ig. als. uals

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

	2021-22 EHRA NF Performance Plan	Options <b>•</b>
Overview		25%
Individual Goals 2021	_	
Development Plan	Individual Goals 2021-22	Add Goals
Manager Sign-Off Plan	Instructions to Managers:	
	Set no fewer than 3 individual goals for this annual performance cycle. Goals should be based on key busines strategic goals for the current cycle.	s needs and
	Click Add Goals in the upper right-hand part of this section to add a new goal. You can also set individual and t the menu bar above ( <u>Performance &gt; Goals</u> ).	eam goals from
	Back Save and Exit Sav	e and Continue

- You will now complete the Individual Goals
- To add a goal, select "Add Goals"

- Click <u>"SAVE"</u> to have the goal added

	Cornerstone Test	
verview	New – Please Review	
stitutional Goals	Cornerstone Text	
	GoalProgress :	0%
dividual Goals 2021	Start Date : 7/1/2021 Due Date : 6/30/2022	
evelopment Plan	more	
anager Sign-Off Plan		
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	New – Please Review	
	Cornerstone	
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	Start Date: 7/1/2021	
	Due Date: 6/30/2022	
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	New – Please Keview	
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	GoalProgress :	0%
	Start Date : 7/1/2021	
	Due Date : 6/30/2022	
	more_	

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

	2021-22 EHRA NF Performance Plan
Overview Institutional Goals Individual Goals 2021	50%
Development Plan Manager Sign-Off Plan	Development Plan Add Objective
	Instructions to Managers: Please enter development activities for the employee for this annual performance cycle. Click on <u>Add Objecting</u> in the upper right-hand part of this section. In the Objectives section below, click on the dropdown menu on the right and select <u>Add Action Step</u> to provide a description for the activity. If you are assigning training modules from our Correstone learning management system, choose <u>Add Training</u> from the dropdown menu and follow the prompts to add the training item.
	Each employee should have at least one development goal each annual performance cycle. There is no limit on the number of development items that may be assigned. Include key objectives with each goal. Development goals are not rated on the annual appraisal. Back Save and Exit Save and Continue

- For the Development plan we recoment at lease one development goal, and there is no limit on amount assigned
- Click <u>"Add Objective"</u>
- Once selected an box will show, just type in the objective and select <u>"Save"</u>, it will add the objective in the plan

	2021-22 EHRA NF Performance Plan	Options 🔻
Overview		
Institutional Goals		50%
Individual Goals 2021		
Development Plan		
Manager Sign-Off Plan	Development Plan	Add Objective
	Instructions to Managers:	
	Please enter development activities for the employee for this annual performance cycle.	
	Click on <u>Add Objective</u> in the upper right-hand part of this section.	
	In the Objectives section below, click on the oropdown menu on the right and select <u>acd action step</u> the activity. If you are assigning training modules from our Cornerstone learning management system the dropdown menu and follow the prompts to add the training item.	to provide a description for , choose <u>Add Training</u> from
	Each employee should have at least one development goal each annual performance cycle. There of development items that may be assigned. Include key objectives with each goal. Development goa annual appraisal.	e is no limit on the number Is are not rated on the
	Customer Service	
	Add Training or Action Steps from the drop down.	Edit Objective
	rise maning of Action steps from the drop down.	Delete Objective
		Add Training
	Back Save and Exit	

- Once the objective is added, you now have the option to "Add Training" to the objective
- You will click the small arrow and select <u>"Add Training"</u>
- The training is connected to the Cornerstone Professional Development Portal that is used for FSU's Training and Development

Search Training	×
Search Selected (0)	
Eustomer Service 8 Training Types	Q, Search
Refine Search	Search
	Cancel Add Selected

- 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

	2021-22 EHRA NF Performance Plan
Overview Institutional Goals Individual Goals 2021	50%
Development Plan	Development Plan Add Objective
	Please enter development activities for the employee for this annual performance cycle. Click on add objecting in the upper right-hand part of this section. In the Objectives section below, click on the dropdown meru on the right and select <u>Add Action Step</u> to provide a description for the activity. If you are assigning training modules from our Cornerstone learning management system, choose <u>Add Training</u> for the dropdown meru and follow the prompts to add the training item. <b>Each employee should have at least one development goal each annual performance cycle.</b> There is no limit on the numbe of development items that may be assigned. Include key objectives with each goal. Development goals are not rated on the annual appraisal.
	Customer Service Leadership Due: 5/9/2022
	Back Save and Exit Save and Continue

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

	2021-22 EHRA NF Performance Plan
Overview Institutional Goals Individual Goals 2021	75%
Development Plan	Manager Sign-Off Plan
	Instructions to Manager; Do not sign off until you are ready to send this performance plan to the employee. Once you sign below, the employee will be able to review the plan.
	If you choose, you may also do a <b>bulk sign-off</b> for all of your employees. This will release each of your employees' plans to them at the same time. To do a bulk sign-off, go to the menu bar above, and select <u>ParformanceReview_Sign_Off</u> .
	Manager First and last name Sign
	Back Save and Exit Submit

- 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 <u>"Sign"</u> then you can select <u>"Submit"</u>

	2021-22 EHRA NF Performance Plan	Options *
Overview Institutional Goals Individual Goals 2021		75%
Development Plan Manager Sign-Off Plan	Manager Sign-Off Plan	
0	Instructions to Manager: Do not sign off until you are ready to send this performance plan to the employ will be able to review the plan.	yee. Once you sign below, the employee
	If you choose, you may also do a <b>bulk sign-off</b> for all of your employees. This will rel at the same time. To do a bulk sign-off, go to the menu bar above, and select <u>Perform</u>	lease each of your employees' plans to them nance > Review Sign-Off.
	: 2/9/2022 Redo	
		Back Save and Exit 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



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