## **Cornerstone Guide**

## How to Complete the 2<sup>nd</sup> Level Supervisor Signature

## I am the 2<sup>nd</sup> Level Supervisor

FAVETTEVILLE STATE UNIVERSITE Home Learning Performance Reports		Sant. ()
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	Learner Home Home Transcript	Augurent Bars Not foromit Sensor
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- Welcome to the Home Page of Cornerstone
- 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

				Sea	arch Q
Learning Performance Reports					
Performance Review Summary -					
My Assigned Reviews My Personal Reviews					
Title:					
Status: Not Started 🔽 In Progress 🗌 Completed 💟 Incomplete 🗌 Expired					
Title	Description	Status	Start Date	Due Date	Last Modified Date 👻
Fc - 2nd-Level Review of 2021-22 Performance Plan	FSU 2021-22 SHRA Performance Plan (Human Resources Test)	Not Started	12/8/2021	12/9/2021	12/8/2021

- If the Performance Plan is in your action items for a 2<sup>nd</sup> level signature, the Title will say "2<sup>nd</sup> Level Review of 20XX-XX Performance Plan
- Select the Performance Plan



- Once ready to sign you will enter your signature
- Click sign

	2021-22 SHRA Performance Plan (Human Resources Test)				
Avenue Zord-Level Manager SL.	Admin Support Associate 4/1/2021 - 3/31/2022				
	2nd-Level Manager Sign-Off Plan				
	Instructions to Second Level Manager;       1. Cick on the <u>Spacing</u> . bottom in the right hand corner above, and then select <u>birth Spacing</u> . This will download a copy of the performance print that you can review.       2. Hype with to seek back to the employee manager for review.       Cick <u>Background</u> , bottom is the employee manager for review.       Cick <u>Background</u> , bottom is the employee manager for review.       Cick <u>Background</u> , bottom is the the replayer bottom is the interview.       Cick <u>Background</u> , bottom is the third birts with to respon, include relevant conners is to that the spannior can review the single the selfs, the performance plan will be barrier with the molypest.       Cick <u>Background</u> , bottom table the disk light of the midlight birts and birts birts of the selfs with a space self birts.       If you does you may laid as a birt light of the midlight birts.       If you does you may laid as a birt light of the midlight birts.       If you does you may laid as a birt light of the midlight birts.       If you does you may laid as a birt light of the midlight birts.       If you does you may laid as a birt light of the midlight birts.       If will birts the bottom of its page.				
	Second-Level Manager Date:12/8/2021 Redo				
	Back Save and Exit Submit				

- Your name and signature date will show
- You now have the option to "Save and Exit" or if you are ready to submit click "Submit"
- <u>ONCE YOU HAVE SUBMITTED, YOU WILL NOT HAVE THE ABILITY TO VIEW IT</u> <u>AGAIN</u>

Submit Review	×
You will not be able to modify once you have submitted. Are you sure that y submit now?	ou want to
Cance	Submit

- Another box will show to make sure that you would like to submit the Performance Plan
- If you would like to cancel, click "Cancel". If you would like to Submit click "Submit"



- You have now completed the 2<sup>nd</sup> level signature
- If you would like to view your other action items, select "Go to Action Items"