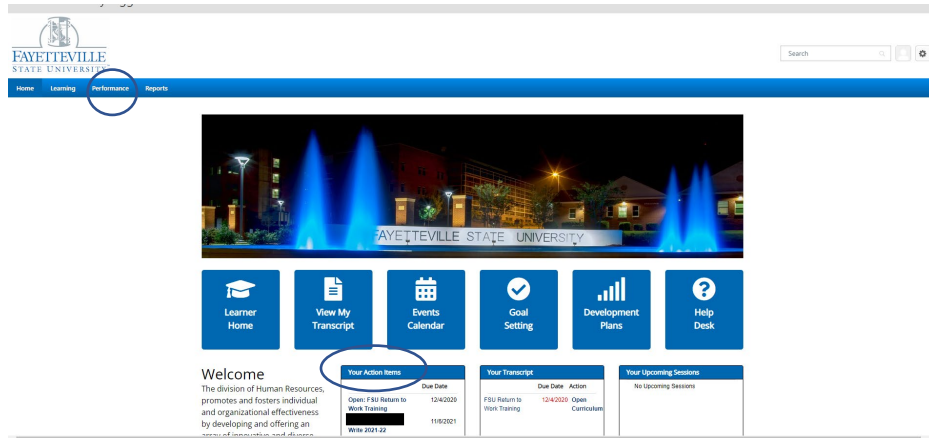


Cornerstone Guide

How to Complete the Employee Review & Sign Off

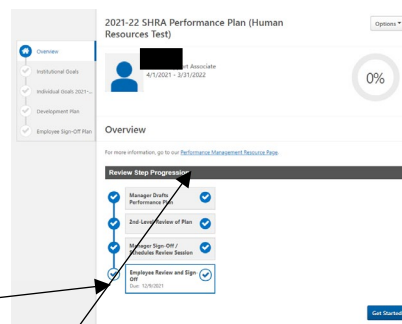
I am the Employee



- 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



- 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
- You can access FSU’s Performance Management Page for further information
- Click **“Get Started”**

Overview of Performance Planning

- Attendance:** Follow through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed.
- Diplomacy:** Maintains a professional and respectful tone and exhibits diplomacy when dealing with frustrated individuals or during sensitive or confrontational situations.

4. Team-Oriented

- Collaboration:** Communicate and engage directly, clearly, and tactfully with colleagues.
- Collaborative:** Provides feedback and healthy dialogue on performance and operational issues, as requested, willingly accepts to change, and adheres to decided actions.
- Contributor:** Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs.
- Attendance:** Absences are infrequent and do not place an undue burden on supervisor or colleagues.

5. Compliance & Integrity

- Policy:** Complies with personnel and equal opportunity policies, including prohibitions on harassment, discrimination, and workplace violence, and all other policies, including appropriate use of emergency resources.
- Safety:** Complies with all safety requirements for the position, including successful completion of training and proper use of personal protective equipment.
- Ethics:** Chooses ethical action, even under pressure, avoids situations that are inappropriate or that present a conflict of interest, and holds self and others accountable for ethical decisions.
- Respect:** Appreciates individual and cultural differences and treats all people with dignity and respect.

6. Supervision (Supervisors only)

- Overight:** Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing.
- Goal Setting:** Provides clear objectives that foster work unit development and align with university values and goals.
- Managing Talent:** Provides candid, timely, and constructive feedback on performance and behavior from individuals with the qualities and outlook for success, and contributes to meeting university ED and affirmative action goals.
- Leading:** Serves as role model and engenders trust, commitment, and quality.

Save and Exit | Save and Continue

- 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**

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

75%

Employee Sign-Off Plan

To print your performance plan, go to Settings in the user sign-off screen. In the drop-down menu, select **Print** to download your performance plan. **Once you have completed your performance planning session with your manager and reviewed the plan, please sign below and click Submit.**

Please note that your electronic signature below only indicates that you have received this annual performance plan, that you understand that your signature does not necessarily imply agreement with the contents of the plan, and that if you choose, you may wish additional comments below to include with this document.

Employee
First and last name Sign

Decline to sign

Comment

Back | Save and Exit | Submit

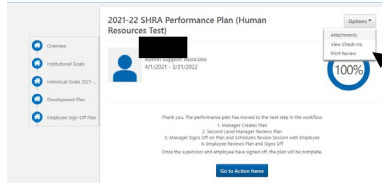
- Employees are only signing off that they have **RECEIVED** the Performance Plan
- Employees do have the option to Decline to Sign if they would like
- Employees can leave comments in the **“Comment”** section
- To sign off on the Performance Plan, the employee needs to enter their name where it says **“Employee”**

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel | Submit

- 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