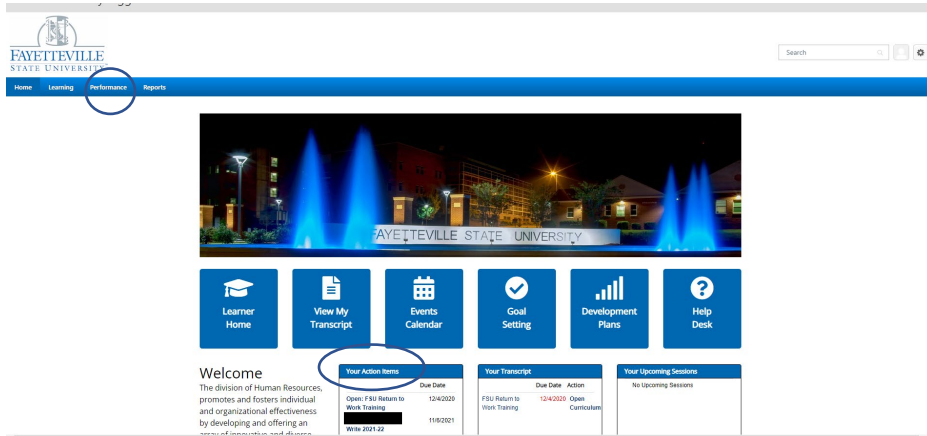# Cornerstone Guide

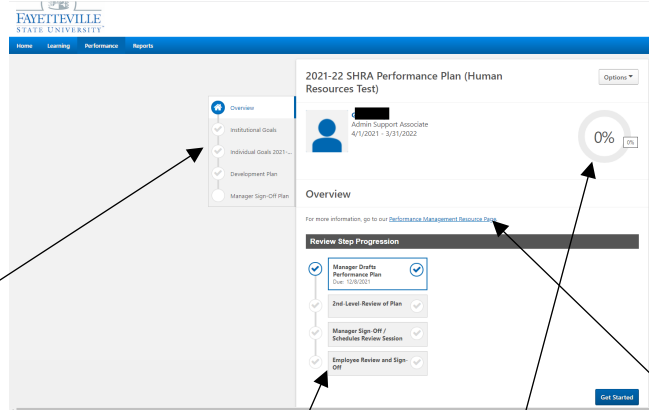# How to Complete the Performance Plan

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 **"Your Action Items"** on the bottom of the page or you can select Performance from the top bar and then select performance reviews
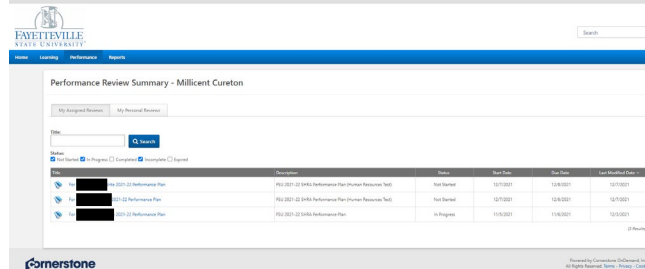

- You can now select your employee's Performance Plan

- 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 here, and select co-planner. Doing this will assign someone the same authorization as the supervisor

Let's get started!
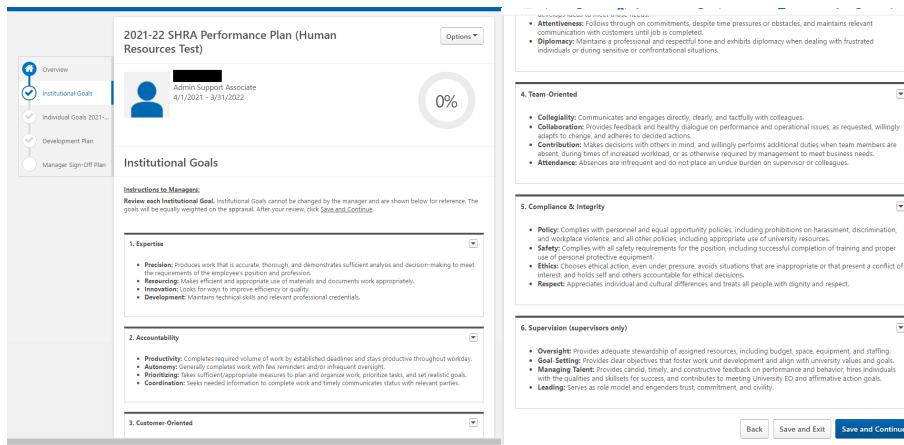
- This page shows the institutional goals if you continue to scroll you will see them all
- **ONLY SHRA** employees will receive Institutional Goals, EHRA NF employees will only have Individual goals
- The institutional goals are equally weighted, so the supervisor does not need to change anything to this page
- You can "**Save and Exit**" at anytime or you can "**Save and Continue**"
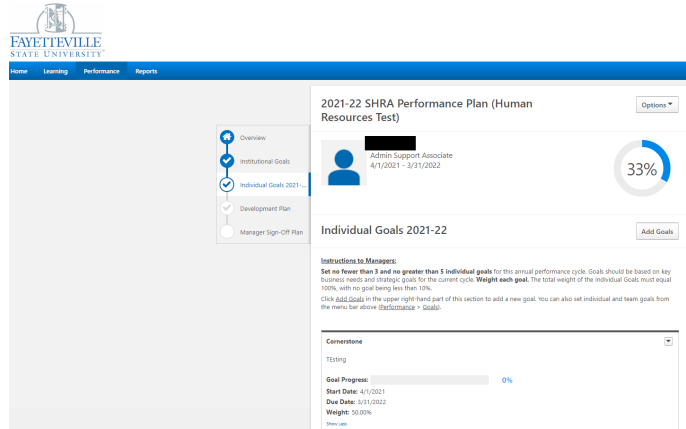
- You will now complete the Individual Goals
- For this screenshot I have added a goal already, but to add a goal you will select Add Goals
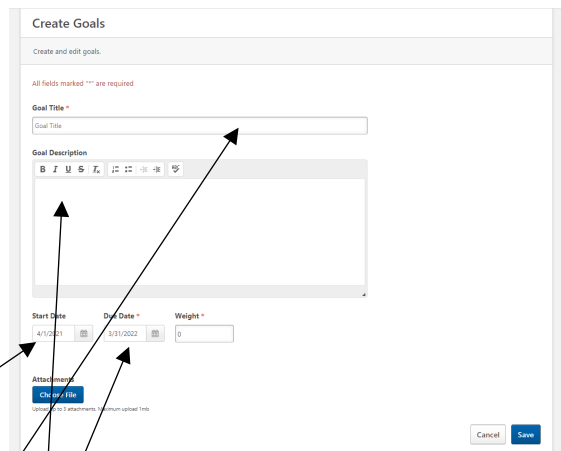

- Add in the Goal Title
- Add in the Goal Description (Make sure we you are creating S.M.A.R.T Goals)
- On this page you have the start date, which is the day the new cycle begins
- You can change the due date. For example, if this goal is to be completed in 6 months, you can change it
- **<u>The weight will need to be more than 10%</u>**
- You also have the option to attach files if need be
- Click **<u>"SAVE"</u>** to have the goal added
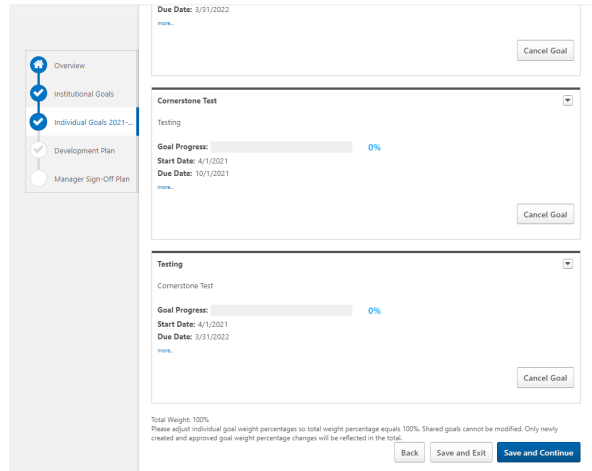
- Once all the goals have been added, you can either **"Save and Exit"** or **"Save and Continue"**
- You should notice at the bottom of the page the weight is 100%. Previously the institutional and individual goals needed to weigh 50% to equal 100%. Now, both goal sets will be 100% to have a total of 200%
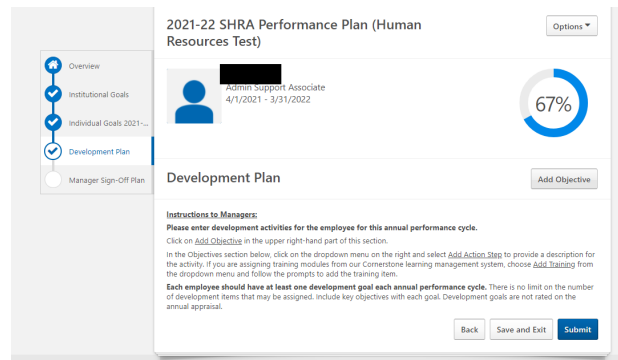

- For the Development plan we recoment at lease one development goal, and there is no limit on amount assigned
- Click **"Add Objective"**
- Once selected an box will show, just type in the objective and select **"Save",** it will add the objective in the plan
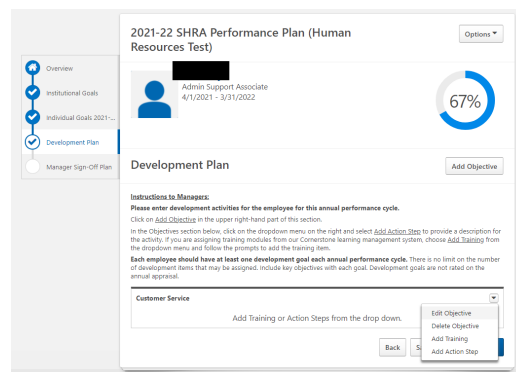

- Once the objective is added, you now have the option to **"Add Training"** to the objective
- You will click the small arrow and select **"Add Training"**
- The training is connected to the Cornerstone Professional Development Portal that is used for FSU's Training and Development
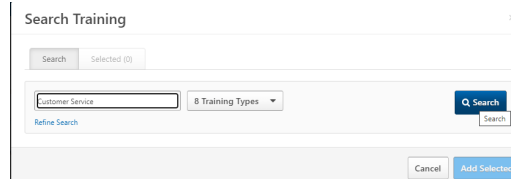
- The Search Training box will come up
- Type in the training you are looking for
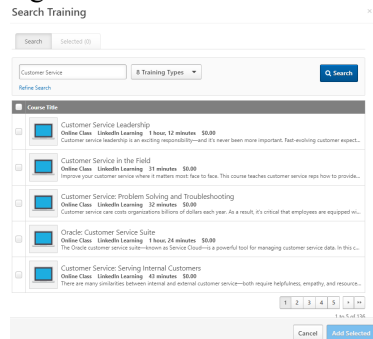
-You are not able to select from trainings in our Cornerstone Training and Development Portal
-This could be a training FSU offers or a training that is offered by LinkedIn Learning
- Select the training you would like to choose and click Add Selected
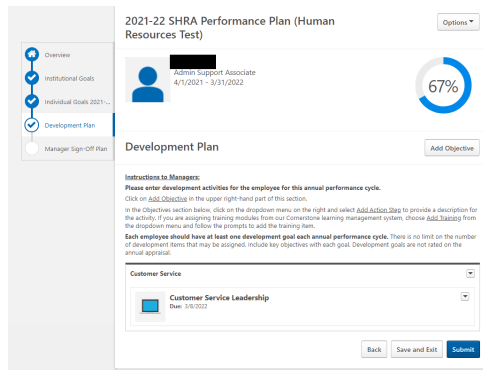
- At this time you can Save and Exit or Submit
- **ONCE THE DOCUMENT IS SUBMITTED YOU WILL NOT BE ABLE TO OPEN THIS BACK UP**
- If you would like to come back you can always save and Exit
- If you are confident with the informaiton listed, you can click submit
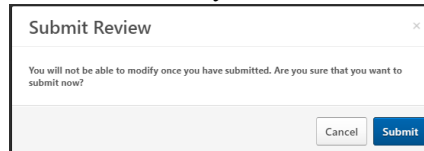
- Another box will show up asking if you are sure you would like to submit
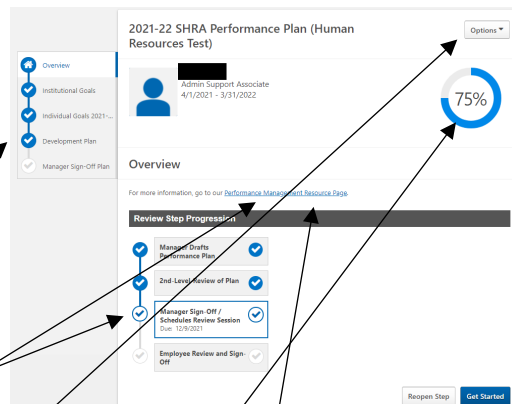- If so, click submit. If not, click cancel and select Save and Exit on the previous page
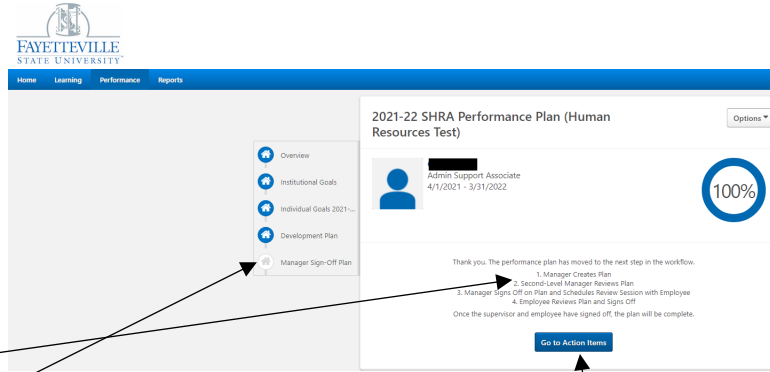
- The Performance Plan has now been submitted to the 2nd level supervisor
- Once the PP has been signed off by the 2nd level supervisor, it will come back and you will be able to sign off on it
- On this page you can see that the **"Manager Sign Off Plan"** is still vacant, this page will also show you the steps that the plan will proceed in
- If you would like to view your other action items select **"Go to Action Items"**

<mark>**STEPS ONCE 2ND LEVEL SUPERVISOR SIGNATURE IS COMPLETE**</mark>

- Select the employee

- The Performance Plan is now 75 % complete
- The left-hand side shows that all that is needed is the Manager Sign-Off
- Under the Review Step Progression, we are now on step three Manager Sign Off/Schedule Review Session
- You can access FSU's **Performance Management Website** at any time for further information
- If you need to Print Preview to review the Performance Plan for a final review you can select **"Options"** and **"Print Preview"**
- If you need to Reopen to Previous Step, click **"Reopen Step"**. This will send it back to the 2nd Level Supervisor.
- To Continue click **"Get Started"**

- Once you click Get Started, you will go through the Institutional, Individual and the Development Plan

- 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

- Your signature and date will appear
- You can now Save and Exit or Submit

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

2021-22 SHRA Performance Plan (Human Resources Test)

Options ▾

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

Admin Support Associate
4/1/2021 - 3/31/2022

100%

Thank you. The performance plan has moved to the next step in the workflow.
1. Manager Creates Plan
2. Second-Level Manager Reviews Plan
3. Manager Signs Off on Plan and Schedules Review Session with Employee
4. Employee Reviews Plan and Signs Off
Once the supervisor and employee have signed off, the plan will be complete.

Go to Action Items

- The Performance Plan is now complete
- It will now flow to the employee for review and sign off