Cornerstone Guide

How to Complete the Performance Plan

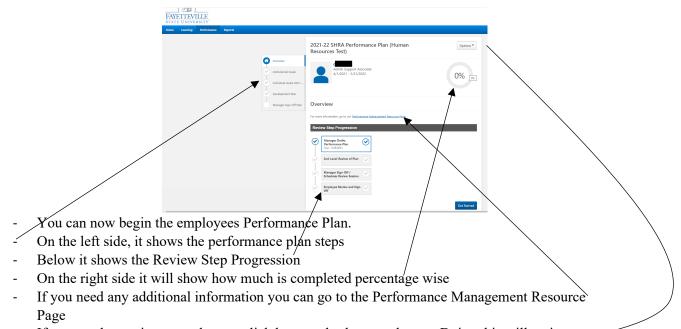
I am the Supervisor

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- 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



- You can now select your employee's Performance Plan



- 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!

	2021-22 SHRA Performance Plan (Human Resources Test)	Meteriorementer follow through a commitment, depict fram pressure or obtaides, and maintain relevant communication with continent will be in completed. Optioner: Valuations a protection and respectif for even of a hibits diplomacy when dealing with frustrated individual or during sensitive or confrontational structions
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- 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
- 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"

Home	Learning	Performance	Reports			
					2021-22 SHRA Performance Plan (Human Resources Test)	Options *
				Cverview Institutional Goals Individual Goals 2021	Admin Support Associate 4/1/2021 - 3/31/2022	33%
				Development Plan Manager Sign-Off Plan	Individual Goals 2021-22	Add Goals
					Instructions in Managers: Ref or forew than 3 and no greater than 5 individual goals for the small performance cycls. Goals should be submarks seedul and strategy parts of the current cycls. Weight each goal. The task weight of the individual Goa tools, add/Edual (in the period ref) and the source of this section to add a new goal. You can also set individual and two costs. Add/Edual (in the period ref) and the first section to add a new goal. You can also set individual and two the source of the source of the source of this section to add a new goal. You can also set individual and two sources of the source of the sou	als must equal
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- 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 _

Crea	ate Goals
Create	and edit goals.
All field	ts marked *** are required
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- -
- 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
- The weight will need to be more than 10% -
- -You also have the option to attach files if need be
- Click "SAVE" to have the goal added -

			Cancel Goal
Overview			
Institutional Goals	Cornerstone Test		6
Individual Goals 2021	Testing		
Development Plan	Goal Progress:	0%	
Development Han	Start Date: 4/1/2021		
Manager Sign-Off Plan	Due Date: 10/1/2021		
	more_		
			Cancel Goal
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	Testing		6
	Testing Cornerstone Test		6
	Cornerstone Test		6
	Cornerstone Test Goal Progress:	0%	0
	Cornerstone Test Goal Progress Start Date: 4/1/2021	0%	6
	Cornerstone Test Goal Progress:	0%	6
	Cornerstone Test Goal Progress: Start Date: 4/1/2021 Due Date: 3/31/2022	0%	6
	Cornerstone Test Goal Progress: Start Date: 4/1/2021 Due Date: 3/31/2022	0%	Cancel Goal

- 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%

	2021-22 SHRA Performance Plan (Human Resources Test)
Overview Institutional Goals Individual Goals 2021 Development Plan	Admin Support Associate 4/1/2021 - 3/31/2022
Manager Sign-Off Plan	Development Plan
	Instruction to Managers: Please and excellegement activities for the employee for this annual performance cycle. Cick on <u>Add Division</u> the upper right-hand part of this section. In the objectives section below, cick on the dropdown merure on the right and select <u>Add Addion Dates</u> to provide a description for the adaption meru and follow the prompts to add the training term. Edit employee hand have at least die exclusionation add workspread add that and performance cycle. There is no limit on the number circle employee hand have at least die exclusionate and exclusional performance cycle. There is no limit on the number circle employee hand have at least die exclusionate and circle manager hand and the set term of the adaption. Back Serve and Etit Comparison and the term of the adaptive set the each goal Development poils are not read on the merual approxis.

- 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 <u>"Save"</u>, it will add the objective in the plan

	2021-22 SHRA Performance Plan (Human Options * Resources Test)
Overview	
Institutional Goals	Admin Support Associate 4/1/2021 - 3/31/2022
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.
	Please enter development activities for the employee for this annual performance cycle. Click on Add Objective 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 Taking</u> from the dropdown meru and follow the promets to add the training team.
	Each employee should have at least one development gool each annual performance cycle. There is no limit on the number of development items that may be assigned. Include key objectives with each goat. Development goals are not rated on the emmail approach.
	Customer Service
	Add Training or Action Steps from the drop down. Delete Objective Delete Objective
	Add Training
	Back S Add Action Step

- 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

Search Selected		
		_
Customer Service	8 Training Types 🔻	Q Search Sear

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

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	Cancel Add Selec	ted

-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

	2021-22 SHRA Performance Plan (Human Resources Test)
Overview Institutional Goals Individual Goals 2021 Development Plan	Ammin Suppol Associate 4/1/2021 - 3/31/2022
Manager Sign-Off Plan	Development Plan Add Objective
	Instruction: In Manager: Press and revelopment activities for the employee for this ensual performance cycls. Oich on <u>add/Decempton</u> and the signal provide the signal provides and the signal provides a description for in the Dipctrime statice labels, edit on the approximation provides and safet <u>add Action stage</u> to provide a description for the displayments are used before the provides and the training and the displayments are used before the provides and the the training annuary memory provides and the size of the training annuary memory provides and the training annuary memory provides and the training annuary memory memory memory memory memory memory memory memory and the training annuary memory
	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 accipied, include key objectives with each goal. Development goals are not rand on the annual approxima.
	Customer Service Leadership
	Back Save and Exit Submit

- At this time you can Save and Exit or Submit
- <u>ONCE THE DOCUMENT IS SUBMITTED YOU WILL NOT BE ABLE TO OPEN THIS</u> <u>BACK UP</u>
- If you would like to come back you can always save and Exit
- If you are confident with the information listed, you can click submit

Submit Review	×
You will not be able to modify once you have submitted. Are yo submit now?	a sure that you want to
	Cancel 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

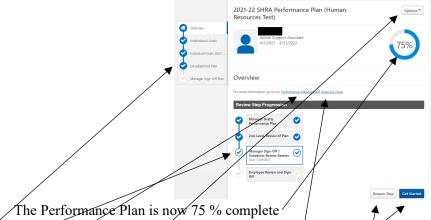


- The Performance Plan has now been submitted to the 2nd level supervisor
- Once the PP has been signed off by the 2nd level supervisor, it will come back and you will be able to sign off on it
- On this page you can see that the <u>"Manager Sign Off Plan"</u> is still vacant, this page will also show you the steps that the plan will proceed in
- If you would like to view your other action items select "Go to Action Items"

STEPS ONCE 2nd LEVEL SUPERVISOR SIGNATURE IS COMPLETE

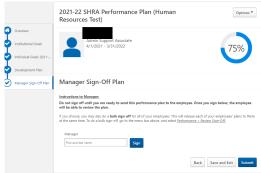
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- Select the employee



- 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 <u>Performance Management Website</u> at any time for further information
- If you need to Print Preview to review the Performance Plan for a final review you can select <u>"Options"</u> and <u>"Print Preview"</u>
- If you need to Reopen to Previous Step, click <u>"Reopen Step</u>". 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



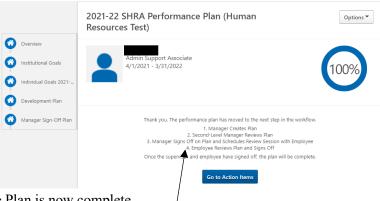
- Do not sign off until you are ready to send this Performance Plan to the Employee
- Once you sign the employee can review the Performance Plan
- You can save and exit if you are not ready to sign
- Enter in your signature and click sign

2021-22 SHRA Performance Plan (Human Resources Test)
Admin Support Aesociate 4/2021-3/3/2022
Manager Sign-Off Plan
Indications to Manager: The set of starting we are ready to and this performance plans to the employee. Once you sign balance, the employee we have a set of the set of the set of the set of your employee. This will rease set of your employee plans to them the sense time. You is takin signed for all of your employee, this will rease set of your employee plans to them Manager Mallcore Constan Dates 12/8/2/201 Tech

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

Submit Review	×
You will not be able to modify once you have submitt submit now?	led. Are you sure that you want to
	Cancel Submit

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



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