

# Cornerstone Employee User Guide

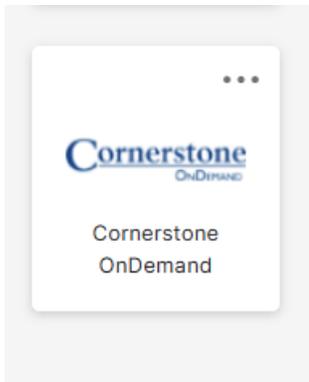
This guide is a walkthrough on how to complete your employee appraisal in Cornerstone

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## How to Login to Cornerstone:

1. Log onto Pirate Net
2. Click on Cornerstone App (the app is connected to Single Sign On)



1. Under “Your Tasks” click on Complete Your Self Appraisal listed under your action items.



2. Once you select the appraisal, you will be taken to the next screen where you will complete your Self Review to submit to your manager.

The screenshot shows the 'Performance Appraisal' interface. On the left is a sidebar with 'SELF REVIEW' (3 sections), 'OVERVIEW', and 'SECTIONS' (with a dropdown arrow). The main content area is titled 'Performance Appraisal' and features a large image of a person's profile. Below the image is a 'Review Overview' section with a progress indicator showing three steps: 'Self Review' (active), 'Manager Review', and 'Employee Sign Off after Appraisal Discussion'. A small text block below the image reads: 'This appraisal is designed to provide a constructive evaluation of your performance during the prior fiscal year, assess core competencies required for your role, and rate how effectively you've executed against them. When completing the appraisal, be sure to cite specific examples to support your ratings.'

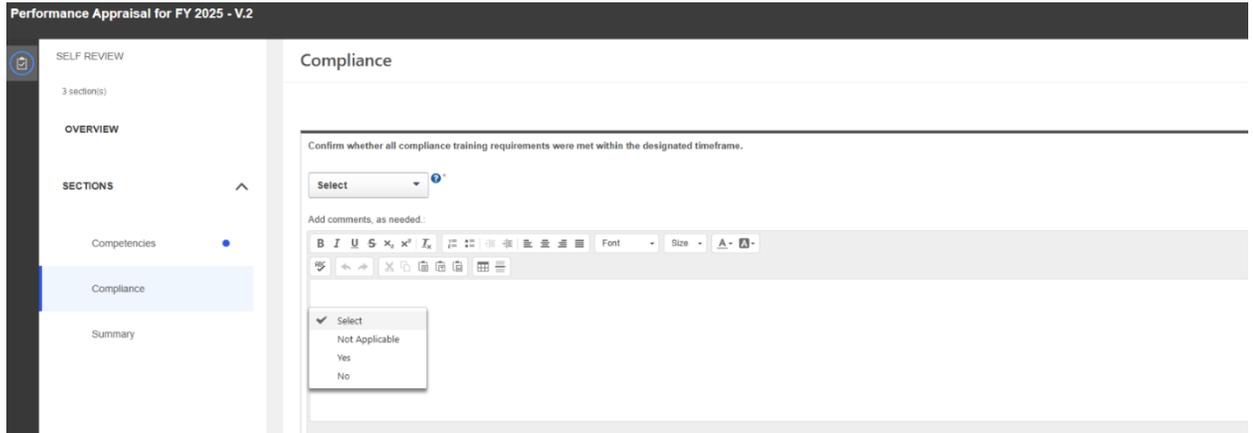
3. At the bottom right of the screen, click Next to continue.

A close-up of the bottom right corner of the screen, showing a blue button with the text 'Next' in white. Above the button is a horizontal progress bar with a grey fill and a white arrow pointing to the right.

4. You will begin by rating your Competencies; a dropdown will list your options.
  - a. Click Save for Later at any point
  - b. To see definitions of each rating, click the question mark next to the dropdown menu
  - c. Add comments and attachments as needed for each competency

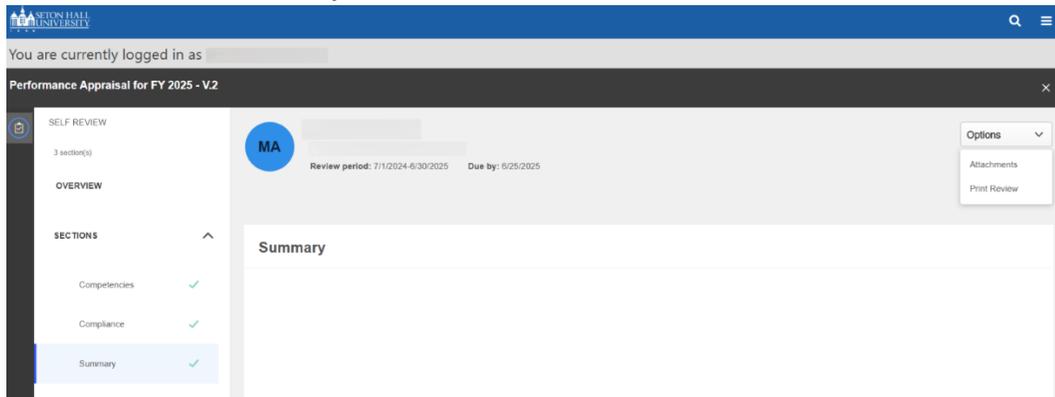
The screenshot shows the 'Competencies' section of the 'Performance Appraisal for FY 2025 - V.2'. The left sidebar is expanded to show 'Competencies', 'Compliance', and 'Summary'. The main content area is titled 'Competencies' and includes a sub-header '1. University Catholic Mission and Inclusive Environment'. Below this is a text area for 'Detail how contributions supported Seton Hall's Catholic mission, including specific accomplishments. Evaluate engagement with diverse individuals and programming, as well as actions aligned with DEI principles.' A dropdown menu is open, showing options: 'Select', 'Not Applicable', 'Needs improvement', 'Below Standards', 'Meets Standards', 'Exceeds Standards', and 'Exceptional'. A rich text editor toolbar is visible at the bottom of the text area.

5. Complete the Compliance section by selecting Yes or No to confirm your training requirements. Then click Submit once completed.



The next step will take you to the summary page. **Note:** this page is blank until the manager's appraisal is completed. Click Next to continue.

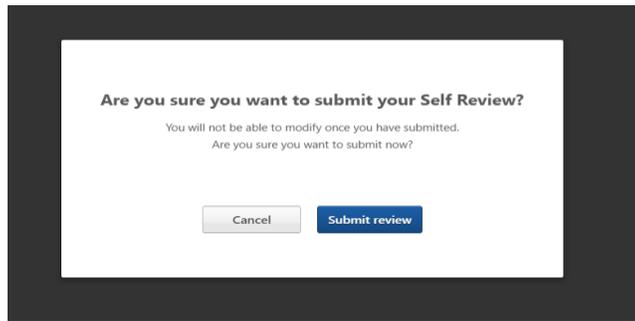
6. To print a copy of the appraisal
  - a. Click the Options tab on the top right of screen
  - b. Click "Print Review".
  - c. A PDF version of your review will be available



7. To attach files to the appraisal,
  - a. click the options button in the top right
  - b. Select "Attachments".
8. Click Submit at the bottom right to complete your appraisal.



9. Another Screen will come up, click “Submit Appraisal” for final submission.

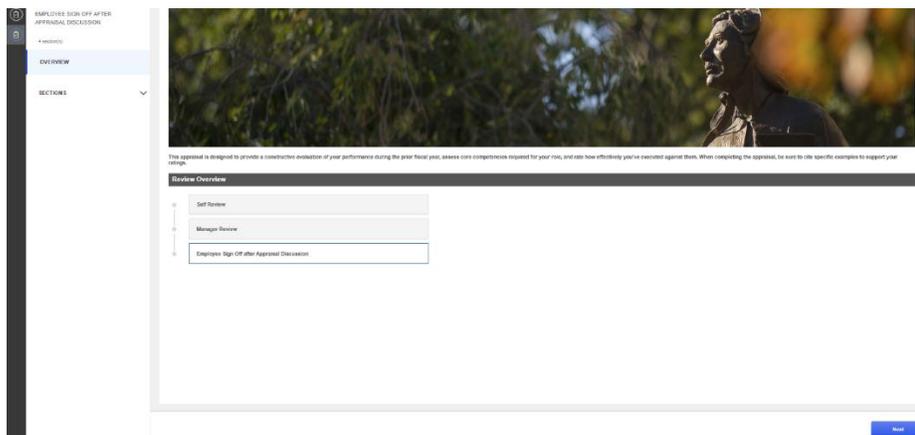


## Final Sign Off:

10. Once your manager has completed your appraisal you will then be able to complete the final step and sign off: Complete your Self Appraisal for FY25



11. Once you have selected the option above, it will bring you to the screen below, click next on the bottom right screen.



12. Navigate through each screen to review the appraisal document

13. To print a copy of the appraisal with your manager's comments: follow the same directions listed in step 6.
14. Click next on the bottom right of the screen to proceed with sign off till you get to the Sign Off screen.
15. On the Sign off screen you will enter your first and last name in the box under "Self". You will also be able to enter a final comment. Click "Sign" once you have entered your name and final comments.

Performance Appraisal for FY 2025 - V.2

EMPLOYEE SIGN OFF AFTER APPRAISAL DISCUSSION

Review period: 7/13/24-6/30/2025 Due by: 7/31/2025

Options

4 sections

OVERVIEW

SECTIONS

- Competencies
- Compliance
- Summary
- Sign Off

Sign Off

Sign Off Step - By submitting this action, you confirm that you've reviewed your performance appraisal.

Self

First and last name  Sign

Manager

Date: 5/28/2025

Comment

Previous Next Submit

16. Click "Submit" at the bottom right of screen

17. Click Submit on final screen to complete

Are you sure you want to submit your Employee Sign Off after Appraisal Discussion?

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

Cancel Submit review

Performance Appraisal for FY 2025 - V.2 Due: 5/28/2025 2:24 PM