

Cornerstone Manager User Guide

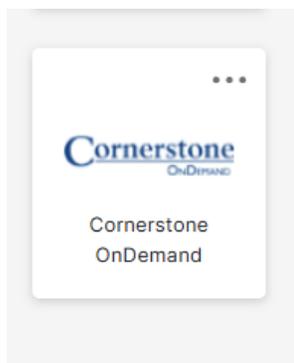
This guide is a walkthrough on how to complete your manager review in Cornerstone for your employees.

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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)



Starting manager appraisal in Cornerstone

3. Under “Your Action Items” click on “Complete your Manager Review for FY25”. This selection will allow you to appraisal your employees individually.

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Seton Hall University
Employee Appraisals

Performance Management

Performance management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.
Questions? Contact hrgeneral@shu.edu

Reviews **To-Dos**

Quick Links
Performance Management

Your Action Items

	Due Date
Complete your Manager Review Batch Rating for FY25	7/26/2025
Complete your Manager Review for FY25	7/26/2025
Goals: Email login into Cornerstone	12/31/2025

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4. Once you select the task above it will take you to the “Overview” page which will list your employees that have completed their manager review. Click each name to begin your employee's appraisal.
 - a. **(Note: if you employee has not completed their appraisal their name will not appear on the list)**

Performance Appraisal for FY 2025 - V.2

MANAGER REVIEW

FILTER

Search by Name

OVERVIEW

Overview

Performance Appraisal

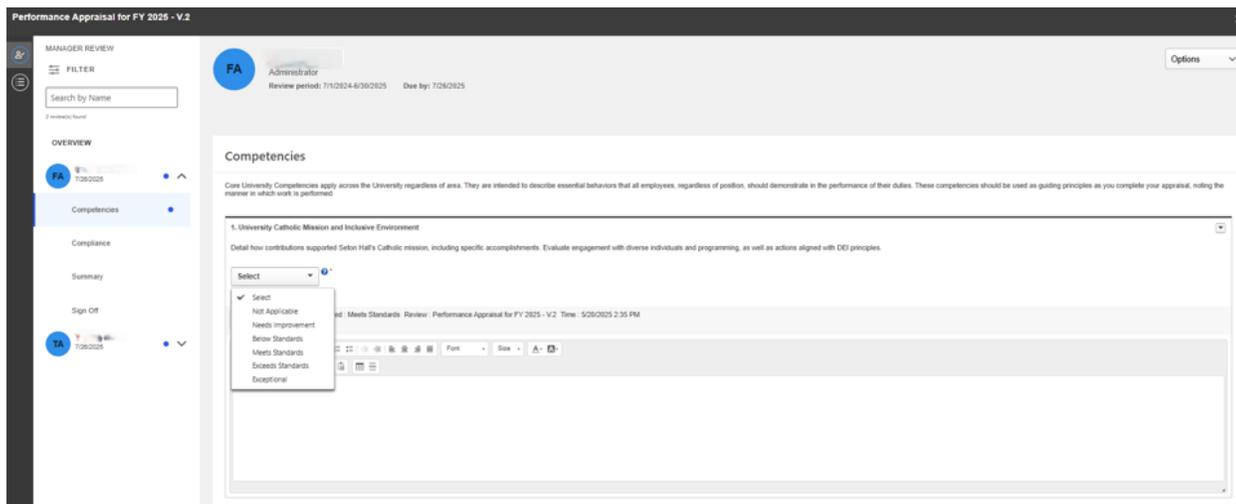
This appraisal is designed to provide a constructive evaluation of your performance during the prior fiscal year, assess core competencies required for your role, and rate how effectively you've executed against them. When completing the appraisal, be sure to cite specific examples to support your ratings.

Review Overview

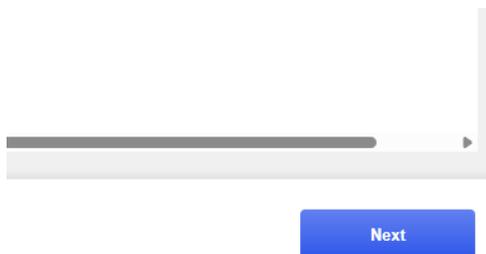
- Self Review
- Manager Review
- Employee Sign Off after Appraisal Discussion

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5. Select Ratings and enter comments for each competency. **Note:** the “?” question mark near the drop-down list lists the definition for each rating.

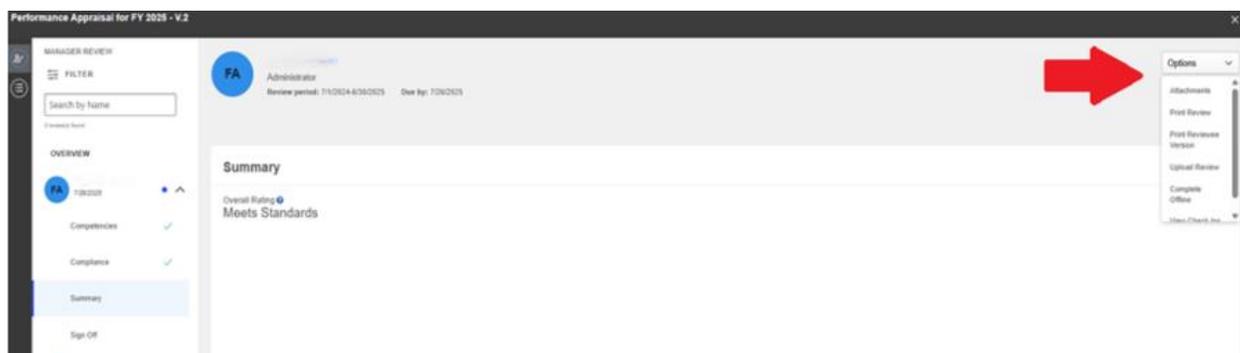


6. At the bottom right of the screen click Next to continue



7. For the Compliance section select the “Yes” or “No”, based on their completion status for mandatory compliance training.
8. At the bottom right of the screen, click Next to continue.
9. The Summary Page will display the overall Rating.

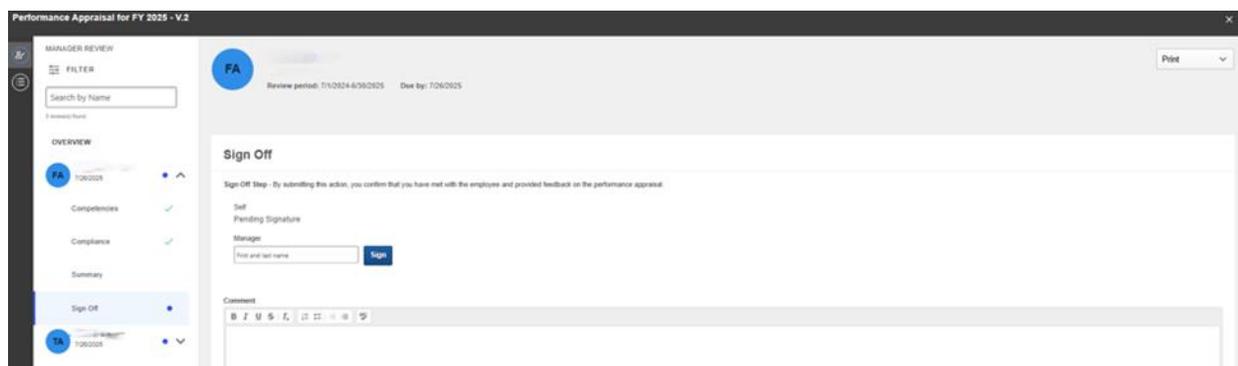
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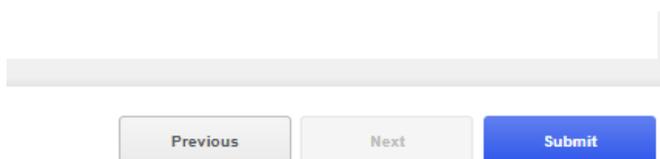
10. To Print or get a PDF version of the appraisal,
 - a. Go to the top right of the Summary page,
 - b. select the option to “print the review” which will print the manager copy of the appraisal, or you can choose to click “print reviewee version” which will be the employee version of the appraisal. Both options will be downloaded as a pdf.

11. At the bottom right of the screen, click Next.

12. On the Sign Off screen, enter your first and last name into the box under “Manager”.
Note: Once the Manager Sign Off step is completed, the appraisal is visible to the employee. You can also leave a final comment; this is where you can list the day of the in-person review.



13. Click Submit at the bottom right of screen to submit your employee's review.



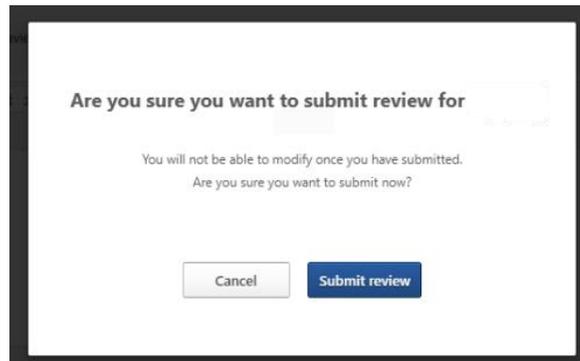
14. To complete the appraisals in a batch rating select “Complete your Manager Review Batch Rating for FY25”. This will allow you to review the competencies and compliance

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section for all your direct reports (up to ten of your employees can be seen at a time). You can select the ratings for each competency and add comments under each competency for your employees individually. Select the “Compliance” tab at the top to score each employee’s compliance.

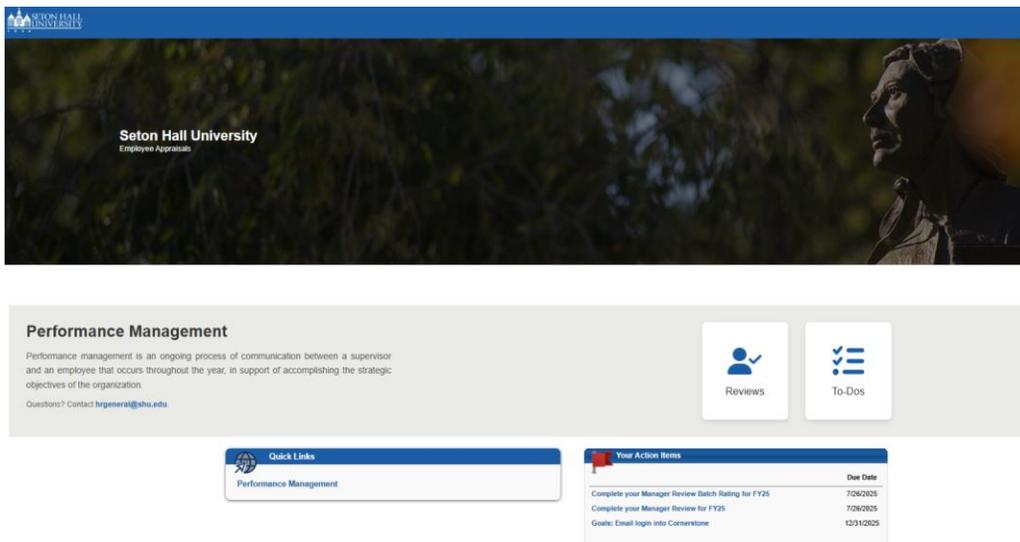
The screenshot shows the 'Compliance' tab in the Cornerstone Manager interface. At the top, there are tabs for 'Competencies' and 'Compliance'. Below the tabs, there is a 'Hide Completed' checkbox and a 'Show' dropdown menu set to '5 Reviewees'. To the right, there is a 'Sort By' dropdown menu set to 'Name'. The main area contains a grid of review items. The first item shows a progress indicator '0/2 COMPLETED' and a confirmation prompt: 'Confirm whether all compliance training requirements were met within the designated timeframe.' Below this prompt are two 'Select' dropdown menus. The first dropdown menu is open, showing options: 'Select', 'Not Applicable', 'Yes', and 'No'. A blue 'Done' button is located at the bottom right of the interface.

15. Click “Done” at the bottom right of your screen to submit your manager appraisal. This will send the appraisal to your employees so they can sign off.
16. If you are completing the review individually, click submit at the bottom right of screen to send the review to your employee for their final sign off. The screen below will pop up, click submit appraisal to complete.



17. To check that the appraisal is complete, navigate to your home page and click on Reviews.

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18. To view the status of your appraisal, make sure all boxes under “Status” is checked. Your manager appraisal will have the status of closed indicating that all steps have been taken.

