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)



Staring 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.

Cornerstone Manager User Guide

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Seton Hall University Employee Apparate			The state	
Performance Management entomance management is an engaging process of communication between a supervisor of an employee that occurs introughout the year, in support of accomplishing the strategic sectives of the organization. antioner Contact Imprentingshaudo		Reviews	YE To-Dos	
Ouck Links Performance Management	Complete you Goale: Enail	Action Rema Manager Review Batch Rating for P726 Manager Review for P725 ogin into Convertione	Deer Date 7/08/2025 7/08/2025 12/03/2025	
Your Action Items				
1	Due Date			
Complete your Manager Review Batch Rating for FY25	7/26/2025			
Complete your Manager Review Batch Rating for FY25 Complete your Manager Review for FY25	7/26/2025 7/26/2025			

- 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)

Perfo	rmance Appraisal for FY 2025 - V.2	
21	MANAGER REVIEW	
۲	50 FILTER	Overview
	Search by Name	Performance Appraisal
	OVERVEW (%) 70525 3 728258	
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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.

Perfor	mance Appraisal for FY 2	2025 - V.2			×
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•	Search by Name		Review period: 7/1/2834/6/36/285 Date by: 7/36/285		
	OVERVIEW		Competencies		
	FA 1/26/2025	• ^	Cons University Competencies apply across the University regardless of area. They are intended to describe essential bahaviors that all employees, regardless of position, should demonstrate in the performance of their duties. These competencies should be used as guiding principles as you complete you appr marror in which work is purformed.	praisal, noting the	
	Competencies	•	E thismath/ Auhole Marina and Inclusive Reviewand		1
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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.

Perfor	mance Appraisal for F	Y 2025 - V.2		×
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	OVERVIEW		Summary	Post Brownee Uppsid Ciphial Review
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	Corpetencies	×	Meets Standards	then Chards ins
	Camplance	~		
	Summary			
	Sign Off			

- 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.

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	Search by Name		Review period. TV:0204-6060302 Dev by: T0502025		
	OVERVIEW		Sign Off		
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	TA TOROTOR	• *			

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

Previous	Next	Submit

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 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.

Competencies Compliance				
Hide Completed			Show 5 Reviewees *	Sort By A
0/2 COMPLETED				
Confirm whether all compliance training requirements were met within the designated timeframe.	Select Select Select Not Applicable Yes No	Select •		Done

- 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.

Seton Hall University Emprove Separate		
Performance Management Performance management is an orgoing process of communication between a supervisor and an employee that occurs through the year, in support of accomplishing the strategic objectives of the organization. Guestious?Contact hyperensit@chi.edu	Reviews	¥≡ To-Dos
Durks Links Performance Management	Your Action Items Complete your Messager Review Rotch Rating for FY26 Complete your Messager Review Rev FY25 Goalts: Enail Login into Connerstone	Due Date 7/04/2025 7/05/2025 11/31 /2025

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.

Perform	ance Review Summary - Joy 🏣					
Ny Assigne	Review Review My Personal Reviews					
Title:	C Sourch					
	Title \$	Description	Status Ø	Start Date Ø	Due Date Ø	Last Modified Date Ø
8	Complete your Manager Review for FY25	Performance Appraisal for FY 2025 - V-2	Closed	5/13/2025		5/28/2025
						(1 Result)