FIRSTRUST BANK

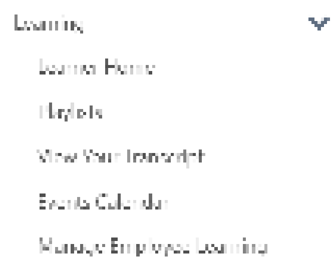
cornerstone

A Learning and Performance Management System

Revised: 11/12/24

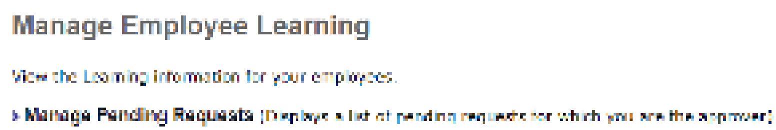
CORNERSTONE: LEARNING AND PERFORMANCE MANAGEMENT
NAVIGATING THE MANAGER FEATURES

As a manager, you have access to additional features within the system that allows you to view and manage your team managers as well as create reports.



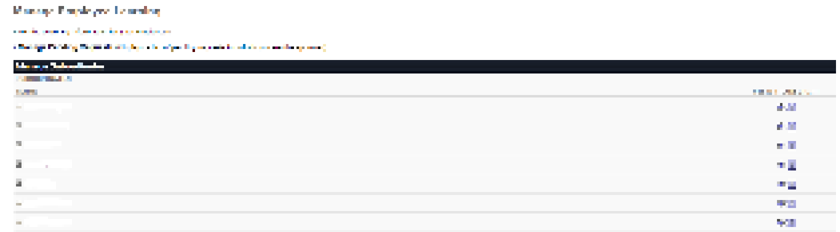
Using the Navigation Menu, navigate to Learning. In addition to the features that all employees have access to, you have **Manage Employee Learning**. From here you have various menu options available.

By selecting **Manage Employee Learning**, you will have access to manage various items for all employees within your hierarchy and action any pending requests for training that might require approval.

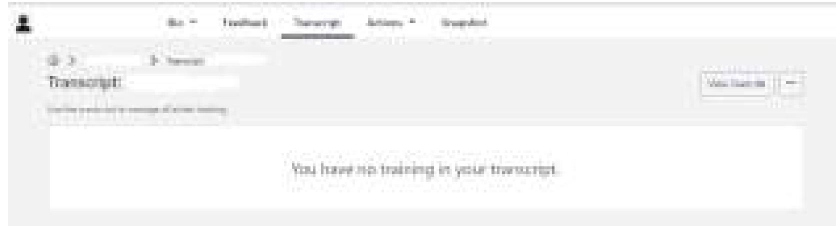


Click on Manage Pending Requests to view any training items that may require your approval.

Or, you can access the Bio, Feedback, Transcript, Actions, and Snapshot functionality for any employee within your hierarchy.

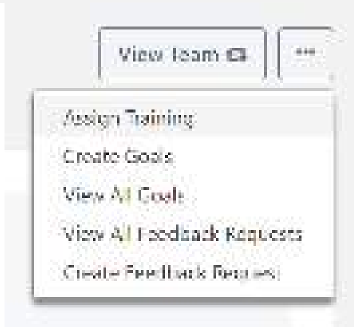


Simply click on the transcript icon  to the right of the employee's name. (If you have multiple layers within your hierarchy, you can click the plus sign  to the left of one of your managers to expand and access a member of their team.) Once inside, you can click View Team at the top right at any time to access other team members.



Bio – view the employee's Bio or Career Preferences
Feedback – view, share, request feedback for your employee
Transcript – view all training completed by the employee
Actions – view all actions/requests that the employee has active.
Snapshot – quick view of the employee's training and performance within the system.

Lastly, the **Options** menu.



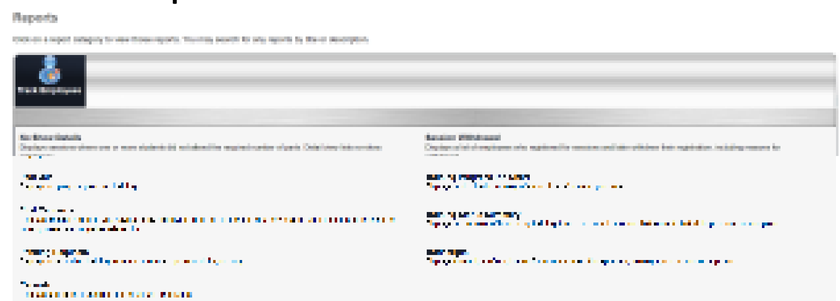
From the employee Options menu, you can:

- Assign Training – search for and assign specific training for the employee or multiple employees to complete.
  - Once the course is selected, you will be given options to include a due date, comments, and automatically register users that you select.
- Create Goals
- View All Goals
- View All Feedback Requests – feedback requests that the employee has submitted.
- Create Feedback Requests
  - Request feedback from peers/colleagues for the employee. This is helpful with projects that include multiple functions of the company.

In addition to managing your employees, you have the ability to access various self-service reports. Select **Reports** from the Navigation menu then select **Standard Reports** or **Reporting 2.0**.

Let's talk about the difference between these two report menu items.

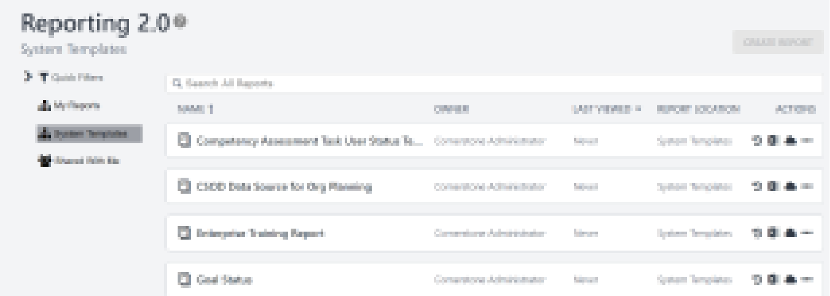
Standard Reports



These are pre-built reports that you have access to within the system specifically around training.

Simply select a report category, complete the report criteria information then select either Printable Version or Export to Excel to generate your report.

Reporting 2.0



This has a bit more functionality to it with the ability for system administrators to create and share custom reports to suit your business specific needs.

You have access to several system templates where you can set the report criteria and generate the information. Reporting 2.0 provides more robust criteria to narrow down report results even further.

There are several actions you can take with the system templates such as favoriting, scheduling, exporting, etc.