



Wayne State University

Human Resources

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Frequently Asked Questions

For further information or questions, please contact your [HR Consultant](#).

Q. What are the 2022 performance goal dates?

For non-represented colleagues, the performance year for the short learning period is from April 1st – September 30th.

For Staff Association members, the performance year for the short learning period is from May 1st – September 30th.

For P&A members, the launch date is in discussion. More to come shortly.

When adding goals in Cornerstone, start and end dates can be adjusted by using the calendar icon.

There is a quick [Adding Goals job aid](#) or [Inputting Goals video](#) in **Accelerate's Cornerstone Conversations Get Started Folder** that may be helpful to begin. See the 'quick links' left hand menu on the Accelerate landing page. If you click the link above, then return here and click it a second time, you'll be brought to the video directly.

Managers might benefit from referencing the [Approving Goals job aid](#) or [Approving Goals video](#) in **Accelerate's Cornerstone Conversations Get Started Folder**.

All individuals will move to a **fiscal year** performance period starting with October 1, 2022 – September 30th, 2023.

Q. What if my goal will not be completed by 9/30? Can I put it a later date?

The system should allow it; it is possible it will appear in your next performance plan. However, it will be important to have agreed upon expectations of what should be done by 9/30 to ensure feedback at the annual review.

Q. What is the due date?

We're using this short performance year to learn the new process and system together and so the due date is flexible. Target completion dates were shared and will continue to appear in Cornerstone as:



- Non-represented staff: 4/29
- Manager approval for non-represented staff: 5/16
- Staff Association members: July (date to follow)
- Manager approval for Staff Association members: July (date to follow)

Q. How do I view & print a submitted annual performance plan?

1. Click on **Navigation Menu** (three horizontal lines in top right of green bar menu once you log in to Cornerstone Conversations)
2. Select **Home, Scheduled Tasks**
3. Check the box indicating **Show Completed and Expired Tasks**
4. Click on the name **2022 Annual Performance Planning**
5. Select **Options, Print Review** to download a PDF.

Note: No changes can be made until your manager approves the plan, but it is viewable.

Note 2: The date when it is printed will say calendar year – that is simply the default.

Q. I submitted my performance plan but want to make a change. Can I get my plan returned to me to edit it?

Yes – your manager can return your performance plan to you for edits (see manager FAQ below).

Alternatively, your manager could edit your performance goals and discuss the changes with you or approve them as is and add comments. Those comments might inspire you to edit/update your goals once they are approved.

There is a quick [Updating Goals video](#) in in **Accelerate's Cornerstone Conversations Get Started Folder** that may be helpful to begin. See the 'quick links' left hand menu on the Accelerate landing page. If you click the link above, then return here and click it a second time, you'll be brought to the video directly.

Q. What about second level review? What is the option for those that want to keep it?

The best option for requesting senior level leader input right now is a feature called "feedback".

Cornerstone only allows one manager to approve goals or a performance review so we can't easily forward the document to second level leader in the system. But you could print your performance plan and send it along with a request for feedback to anyone at WSU.

There is a [quick video](#) in **Accelerate's Cornerstone Conversation Staff Folder** for requesting feedback (see the 'quick links' left hand menu on the Accelerate landing page).

If you click on the link above, then return here and click it a second time you'll be brought to the video directly.

Q. What is the difference between professional development and career development?

Professional development involves taking action to learn and apply new knowledge, skills, abilities and other attributes that are needed for success in your current role.

Career development begins with recognizing your strengths, understanding your values and identifying activities that energize you. The next step is using this information to build a vision of what your role or occupation might look like in the next 1-2 years and taking steps that put you on your path.

For Managers:

Q. Someone told me they submitted their plan, but I cannot find it on the landing page. What do I do?

1. Navigate to the **Menu Button** (the three horizontal lines on the top right)
2. Click on **Home**
3. Click on **Scheduled Tasks**
4. Select the user's name from the list to pick up from wherever you were in the approval process.

Q. A faculty member is listed as one of my direct reports. I thought faculty weren't included in this process?

This is because the faculty member has someone reporting to them who is in one of the performance management population groups:

- Academic Administrators
- Researchers
- Non-Academic/Non-Rep Staff
- Executives/Managers
 - Staff Association members will be added after completion of their 2021 performance accomplishments using their [manual PDF](#)
 - P&A members will be added soon. Date TBD.

Q. How do I return a performance plan to the Employee for edits and changes?

1. Click on the "Complete Annual Performance Plan for...." in "Your Tasks" on the Landing Page
2. On the "Overview" page, click on "Reopen Step" in the bottom right corner
3. Click on the radio button next to "Employee Goal Planning" to select it on the pop-up screen as shown to the right
4. Type a message for the employee if you choose.
5. Click "Save" in bottom right corner.

Note: The submitted plan does not leave your "Tasks" on your Cornerstone landing page but should be replaced by the new performance plan when employee re-submits. An email will be sent to the employee alerting them of your request. The vendor is currently changing programming to include your name on this email as the requester of the re-submission.