



Annual Performance Planning:

# Leader Cornerstone User Manual

Instructions for navigating the Cornerstone system to complete and approve Annual Performance Plans

# Table of Contents

Leaders must complete two components in the Annual Performance Planning process. Below are links to the job aids that will support you.

1. [Creating Your Own Annual Performance Goals](#)
2. [Approving Team Member Goals](#)

Annual Performance Planning:

# Creating Your Own Performance Goals



# Annual Performance Planning: Cornerstone Performance Management Home Page



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## Performance Management Instructions

Welcome! Our redesigned performance management process was created with you in mind! A team\* gathered feedback across the Campus community to hear what matters most and designed the below process with goals of simplicity, minimal investment of time for maximum value, and fairness in mind. In the end we seek to support a culture of ongoing coaching and development, alignment/attainment of strategic priorities, and even higher levels of engagement and accountability.

The process consists of three key segments, with everyday conversations encouraged to support and recognize success:

- 1.Goal Planning
- 2.Mid-Year Check In
- 3.Annual Review

Learning is available to support you with these steps and using this new Cornerstone system at: <https://hr.wayne.edu/performance>

\* Performance Management Process Redesign Team members comprised: Matt Allen, Kristina Aaron, Dawn Aziz, Boris Baltes, Ken Doherty, Bill Ging, Stephanie Hartwell, Lilly Hatzis, Allan Kjellberg, Amy Lammers, Rob Miller, Sharon Progar, Margaret Scanio, Sharon Tse, Eric Upshaw, Lauri Washington, Natasha Weathers, and Sha'Ron Williams

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## Your Inbox

**View transcript**  
(0 approved training selection(s))  
(Registered for 0 training selection(s))

3

## Your Tasks

	Due Date
2022 Annual Performance Planning	
Complete Mid-Year Check In	
Complete (Annual Review) Self Review and then Acknowledge	

This is the Annual Performance Planning home screen.

Use your WSU AccessID and password to log in to this system with the link: [Academica > Employee Resources > Administrative Systems > Cornerstone Conversations](#).

1. The **instructions** provide an overview of the new performance process and include a link to [learning opportunities](#) and resources to help you throughout the year.
2. Your **Inbox** will reflect messages pertinent to your Annual Performance Plan. *Disregard transcript messages for the time being.*
3. The **Your Tasks** area links to the tasks you will need to complete throughout the year with due dates for each task. Past due tasks are marked with an exclamation point.

To get started, **click** the "Annual Performance Planning" link.



The screenshot shows the 'Annual Performance Planning' overview screen. It features a left sidebar with navigation items: Overview (1), Performance Goals (2), WSU Values, Professional Development, Career Development, and Goal Planning Acknowledgment. The main content area includes a user profile icon, a progress meter showing 20% completion (4), and an 'Overview' section (2) with introductory text and a 'Get Started' button (5). A 'Review Step Progression' section (3) shows 'Employee Goal Planning' and 'Manager Goal Review' with checkmarks. An 'Options' dropdown is located in the top right corner.

This is the screen you will see when you click on “Annual Performance Planning” under Your Tasks on the home screen.

1. The **left sidebar** keeps track of where you are in the Annual Performance Planning process.
  - Steps requiring input or viewing will be highlighted in white.
  - Completed sections are marked with a green check.
2. The Overview area provides general information. **Note:** There are **learning resources** available to help you write terrific goals!
3. This “**Review Step Progression**” indicator shows just 2 steps occur in this process – the goals you submit and the final approval/input your manager provides. **Note:** It no longer requires HR or second level manager approval.
4. This **progress meter** indicates the percentage of sections you’ve completed and aligns with the green checkmarks in the left sidebar (1).
5. The **Get Started button** will take you to the Performance Goals section of Cornerstone.



# Annual Performance Planning: Performance Goals Screen: Getting Started

The screenshot shows the 'Annual Performance Planning' interface. On the left is a navigation sidebar with 'Performance Goals' selected. The main content area has a header 'Annual Performance Planning' with an 'Options' dropdown. Below the header is a user profile icon and a '0%' progress indicator. A large orange circle with the number '3' is positioned over the 'Add Goals' button. The main section is titled 'Performance Goals' and contains instructions for employees and managers. At the bottom, there are three buttons: 'Back', 'Save and Exit', and 'Save and Continue'. Three orange circles with numbers '4', '5', and '6' are placed over these buttons. A sidebar on the left has callouts '1' and '2' pointing to the 'Performance Goals' and 'WSU Values' sections respectively.

This is the screen you will see once you click “Get Started.”

**Note:** There are learning resources available to help you write meaningful goals. Click on Plan.

1. This area provides brief **instructions for employees.**
2. This area provides brief **instructions for managers.**
3. The **Add Goals button** allows you to add a goal to your Annual Performance Plan. Multiple goals can be added, although they must be added one at a time.
4. The **Back button** returns to the previous page in the system.
5. The **Save & Exit** button allows you to save your work and leave Cornerstone.
6. The **Save & Continue button** allows you to save your work and continue to the next section in Cornerstone.

**Note:** You should wait until all goals have been entered before advancing to WSU Values.



# Annual Performance Planning: Input Window for Creating Goals

## Create Goals



Create your goals in SMART format - Click the **Wizard** button on the right to activate a tool that will aid you in the process.

All fields marked "\*" are required

Title \* **1**

Description

**B I U S Ix** [List] [Table] [Link] [Image] [Check]

**2**

**4**

Start Date Due Date \* Weight \* **5**

Attachments **6**

**Choose File**

Upload up to 3 attachments. Maximum upload 1mb

**7**

Once you click “Add Goals,” this screen will guide you through the process. Although you will likely include several goals in your plan, you will add them one at a time.

1. Add a **title for your goal** here.  
*Example:* Improve user experience of XYZ software.
2. Add the **text describing your goal** here.  
*Example:* Improve the user experience of XYZ software to achieve a customer feedback score of “good or better” by increasing web accessibility functions by Q2 2022 to ensure compliance with web accessibility guidelines.
3. There is a **SMART Goals Wizard available right in Cornerstone** to help you double-check goal quality.
4. Indicate a start and end date for your goal, falling within the performance year. For instance, the start date should be 10/1/22 or later and the end date should be 9/30/23 or sooner for the FY23 fiscal year. If this doesn't occur, the performance goal will not populate on the Annual Review at the end of the year.
5. In this field, indicate a **weight for your goal**, or the percentage it will count toward your overall performance.  
**Note: The sum of your goal weights should add up to 100%.**
6. You can add up to **three attachments** to each goal here, although this is optional.
7. When you are done, **click Save**. You can return later to edit your goals before submitting them for review. **Once submitted your goals are longer accessible on the Performance Planning site.**



**Wizard**

1 Specific Measurable Actionable Relevant Timely

Be straightforward and specific in your description. Specificity provides greater impact and increases the likelihood of accomplishment.

Title \*

Title

Description

Source [Rich Text Editor Icons]

Font Size [Color/Background Color]

Paragraph

Cancel Continue

The **SMART Goals Wizard** will help confirm your goals are Specific, Measurable, Actionable, Relevant, and Timely. While the Wizard is optional, it is a very helpful tool to review your goals.

1. The **top bar** shows your progress through each section of the Wizard. Tips for reviewing your goal against each SMART element are included directly below the top bar.
2. In this area, you will see **the title and text** for your goal, so you don't have to remember them as you are reviewing the SMART elements. You may also directly enter your goals here.
3. When you **click Continue, you will move to the next SMART element** in the top bar.

Once you have checked your goal against all the elements, you can **click Continue** to return to the Goal Input screen and **Save** your goal.



# Annual Performance Planning: Performance Goals Screen: Reviewing Goals You've Created

The screenshot shows the 'Performance Goals' interface. On the left is a navigation sidebar with 'Performance Goals' selected. The main content area includes instructions for employees and managers, a list of goals, and a detailed view for a goal titled 'Mastery of XYZ'. The goal view shows a progress bar at 0%, status 'On Track', and a comments editor. At the bottom are 'Back', 'Save and Exit', and 'Save and Continue' buttons. Numbered callouts are placed as follows: 1 on the sidebar, 2 on the comments editor, 3 on the goal title, 4 on the total weight warning, 5 on the 'Add Goals' button, and 6 on the 'Save and Continue' button.

This screen shows the goals you have added and saved, pending supervisor approval.

1. All **goals will be listed here** after you have saved them to your Annual Performance Plan.
2. You can **add a comment** about your goal.
3. This drop-down arrow provides the option to **edit, delete, or view the history** of your approved goals.
4. Check the **total weight** of all your goals. **Note:** your combined goal weights must add up to 100%. You can use the edit option (under #3) to edit the weight of individual goals as needed.
5. Click **Add Goals** if you have not finished inputting all your goals.
6. Once you are done adding all your goals and checking that their total weight is 100%, **click Save and Continue** to advance.

If you want to return later to Cornerstone to complete your goals, **click Save and Exit**.



## WSU Values

How we achieve our work is just as important as what we achieve. To that end, our WSU values are included as a prompt to consider these unifying behaviors. These will be part of the annual review at the end of the year. This is just a review page - no goals are needed at this stage.

### Collaboration:

*When we work together, drawing upon various talents and perspectives, we achieve better results.*

#### Best Practice Behaviors:

- Seeks and displays the ability to engage other people and resources and work together to achieve greater results than

### Leadership:

*We are proud of our long history as an anchor institution in Detroit, and will continue to serve our community while playing a lead role in the city's resurgence.*

#### Best Practice Behaviors

- Makes a positive impact on the WSU community regardless of their role, level or unit
- Achieves results by setting goals and objectives and promoting accountability
- Models the behaviors and attributes they desire in others
- Positively influences and inspires others to achieve personal and professional goals in support of Wayne State's mission
- Embodies and models our values to foster an environment where all are able to thrive
- Instills trust through integrity, consistency, fairness, respect and a genuine desire to see others succeed
- Self-assesses and actively pursues and encourages personal growth
- Supports diversity, equity, and inclusion in their leadership practices
- Exhibits courage in accepting challenges

This is just a review page - no goals are needed at this stage.

1

Back

Save and Exit

Save and Continue

This screen follows the submission of your annual performance goals and is simply for your review.

Here you are asked to reflect on **how** you are achieving your work, not just the work you are achieving.

Reflect on these Six Wayne State Values:

**Collaboration**

**Diversity & Inclusion**

**Excellence**

**Innovation**

**Integrity**

**Leadership**

It is important to consider how your goals align with Wayne State's Values. This conversation will occur during your Annual Performance Review.

1. Once you have reviewed these values, you can **click Save and Continue** to move to the next section.

If you want to return later to Cornerstone to review these values, **click Save and Exit**.



## Professional Development

To support your ongoing professional growth, please respond to the below questions.

### Instructions for Employees:

Please respond to the below questions and refine/edit with your manager. The following resources may be helpful:

- **Staff Guide to Annual Performance Planning:** This includes how to identify unique strengths, assess learning needs, set SMART learning goals, identify learning strategies and partners, and strategies to implement your plan. It highlights that a rich array of formal and informal learning experiences might be considered to help you reach your goals. Many resources do not require budget.
- Accelerate's Professional Development folder features many great learning resources to support development planning as well as topics such as time management, organization and planning, and embracing a growth mindset. To access it, login to Academica, Employee Resources, Other Resources, Accelerate-Employee Development Tools. Check with your manager to inquire if a budget request is possible pending your needs.

### Instructions for Manager:

Please be sure to schedule time to discuss/finalize these goals as well as offer support for plan attainment.

1

What new knowledge and skills would be helpful to gain in order to reach your performance goals this year?

Comments:

**B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>**    **☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿**    Font    Size    **A-** **A+**

ABC    ← →    ✂    📄    📁    📁    📁    📁    📁

2

How could you begin to take action? What are 1 or 2 initial things you'll do to begin your learning & development journey? Are there opportunities to share your unique strengths, such as teaching, mentoring, or publishing/speaking at a conference, etc.?

Comments:

**B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>**    **☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿**    Font    Size    **A-** **A+**

ABC    ← →    ✂    📄    📁    📁    📁    📁    📁

This screen invites you to consider your ongoing professional growth.

The instructions provide **resources to aid** you in the development of your plans. Click on the Plan tab of this webpage.

**Note:** You will **review and refine your plans with your supervisor.**

1. In this section, identify **the knowledge and skills** that might be helpful for achieving your performance goals.
2. Here, **identify ways you might begin** your professional development journey.

Once you are done adding the knowledge and skills helpful to achieving your performance goals, you can **click Save and Continue.**

If you want to return later to Cornerstone to complete your goals, **click Save and Exit.**



## Career Development (Optional)

Wayne State offers many ways for individuals to grow and develop throughout their career. Your advancement matters and will lead to even greater WSU success.

This section is optional and offers space to begin to reflecting upon past career experiences, interests, and passions as well as documenting short- and longer-term career goals and aspirations. This would be used to spark ongoing discussions with your leader about ways in which you might explore new career possibilities at WSU and plan for informal and formal learning experiences.

[Learning and tools](#) are available to support you and your leader through this process.

1

As you look ahead, what kind of work would you like to do more of today? How could this be reflected in your current job or other professional contributions, i.e. offering to help a colleague with a challenging assignment, participating in WSU committee/professional association or other external group, refining research, publishing an article, etc.?

Comments:

2

What might your ideal job look like in the next year or two that you would like to grow into? What are the job responsibilities? How do they relate to your strengths and work that you've done already that you're energized by?

Comments:

3

When you envision your dream job beyond the next two years, What do you see? What are you doing? What might it take to succeed? Which knowledge/skills might be the most important for you to focus upon to get ready for it? If it's unrelated to your current staff position or unit, check out O\*Net Online for a description by the U.S. Department of Labor of all jobs, their key responsibilities, and what it takes to prepare for them to inspire initial thinking. Is there a comparable role or department at WSU for this?

Comments:

This screen invites you to engage in career development planning.

Your **Career Development** plans are an optional activity.

The introduction includes a link to **career development resources** to help guide you and your supervisor in your planning. Click on Plan.

1. What professional aspirations do you have?
2. What job skills would you like to grow into?
3. What does your long-term career vision look like?

This is an optional section of the Annual Performance Plan.

Once your career development plans are added, you can **click Save and Continue** to move to the final section.

If you want to return later to Cornerstone to complete your career development plans, click **Save and Exit**.



## Goal Planning Acknowledgement

### Instructions for Employees:

Please provide an e-signature to signal that your initial goal setting is now complete. Next, your manager will discuss and approve these goals.

### Instructions for Manager:

Please provide an e-signature to indicate that you have had a discussion to share feedback and approve these goals.

1 Self

First and last name

**Sign**

Manager  
Pending Signature

### Comment

**B I U S I<sub>x</sub>** **☰ ☱ ☲ ☳** **ABC**

2

3

**Back** **Save and Exit** **Submit**

This is the final screen you will see once you have completed all sections of your Annual Performance Plan.

1. To “sign” your plan, **enter your name here.**
2. Use this space to share any comments with your supervisor.
3. Once you are satisfied with your content **and have double checked the total weight of your performance goals is 100%**, you may **click Submit.**

If you are not ready to complete your annual performance plan, **click Save and Exit.**

To review previous sections, **click Back.**

**Note:** Once submitted, your Annual Performance Plan will go directly to your supervisor for approval, and **you will not have the opportunity to make any further edits.**

Refer to the **Nurture Ongoing Success Staff Cornerstone User Guide** for job aids on viewing and updating approved performance goals.

Annual Performance Planning:  
**Approving Team Member Goals**



# Annual Performance Planning: Cornerstone Performance Management Home Page



2



**Performance Management Instructions**

Welcome! Our redesigned performance management process was created with you in mind! A team\* gathered feedback across the Campus community to hear what matters most and designed the below process with goals of simplicity, minimal investment of time for maximum value, and fairness in mind. In the end we seek to support a culture of ongoing coaching and development, alignment/attainment of strategic priorities, and even higher levels of engagement and accountability.

The process consists of three key segments, with everyday conversations encouraged to support and recognize success:

- 1.Goal Planning
- 2.Mid-Year Check In
- 3.Annual Review

Learning is available to support you with these steps and using this new Cornerstone system at: <https://hr.wayne.edu/performance>

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**Your Inbox**

**View transcript**  
(0 approved training selection(s))  
(Registered for 0 training selection(s))

**Your Tasks**

	Due Date
2022 Annual Performance Planning	
Complete 2022 Annual Performance Plan for	
Complete Mid-Year Check In	
Complete (Annual Review) Self Review and then Acknowledge	

1

To begin the approval process, you will use your WSU AccessID and password to log in to Academica:  
Academica > Employee Resources > Administrative Systems > Cornerstone Conversations.

1. The **Your Tasks** area will identify the staff goals awaiting approval. Simply click **“Complete Annual Performance Plan for XXX”** to begin the approval process.
2. Alternatively, you can click the navigation menu and either select Scheduled Tasks, and click on the **“Complete Annual Performance Plan for XXX”** to begin or select Universal Profile, Actions.

Once a selection is made, you will be directed to the employee’s Annual Performance Planning Overview page.



## Overview

Start the year off right by determining three key items:

- **What you'll achieve this year.** Performance goals should be created in partnership with your leader and aligned with Unit and University strategic priorities. Individuals should begin this process and share/discuss with their leader to edit/refine goals.
- **How you'll achieve it.** How we achieve our work is just as important as what we achieve. To that end, our WSU values are included as a prompt to consider these unifying behaviors. These will be part of the annual review at the end of the year. This is just a review page - no goals are needed at this stage.
- **What learning and development will be helpful to achieve success.** Professional development goals should be defined to help you continue to attain excellence in your current role. And, if you choose, career development goals can be crafted to help you define future roles or responsibilities at WSU you might be interested in learning more about and begin preparing for them.

Also, be sure to schedule time with your leader throughout the year to share progress and celebrate accomplishments. A new, optional tool inside Cornerstone is available to support your ongoing one-on-one's and/or periodic conversations, called "Touch Points". This can help keep all goal accomplishment documentation in one location. Refer to learning resources to [Plan & Set Goals for Success](#).

[Learning and job aids](#) are available to support you in completing this goal planning process. Please reach out to your [HR Consultant](#) with any questions.

Click the **"Get Started"** button in the bottom right to begin.

### Review Step Progression



This Overview screen shares general instructions for the annual performance planning process. Note:

1. This is just a two-step process with employee submitting their goals in the annual performance plan and the manager providing input/approval. No second level manager or HR approval step is required.
2. Click the **Get Started button** to access the main page of the employee's performance goals.

**Note:** You will be required to advance through all the performance planning stages to reach the final submit button.



# Annual Performance Planning: Performance Goals Screen: Approvals or Edits

## Performance Goals

Add Goals

Research has shown that having a targeted focus on a few, high priority performance goals (ideally 3-5) leads to the highest success. Please use this section to craft what you strive to achieve this year in relation to your Unit and WSU strategic priorities.

### Instructions for Employees:

Please begin this process and then share/discuss with your manager to refine/edit goals. The following resources may be helpful:

- Unit strategic priorities and your leader or your team's goals for the upcoming year.
- The [Staff Guide to Annual Performance Planning](#) for learning resources to support writing great goals
- The [Annual Performance Planning Staff Cornerstone User Guide](#) for step-by-step instructions on adding goals, including an introduction of two new features: the SMART goal wizard and goal weighting to show priorities. Upon completion of goal entry, click "save and continue" to move to the next step.

Click the "Add Goals" button in the top right corner to begin.

### Instructions for Manager:

Please be sure to share your unit's strategic priorities and your/your team's goals in advance as well as schedule time to discuss/finalize these goals and weightings.

- The [Leader Guide to Annual Performance Planning](#) for learning resources to support writing great goals
- The [Annual Performance Planning Leader Cornerstone User Guide](#) for step-by-step instructions on editing goals prior to approval. To approve, click "save and continue" at the bottom of the page.

**1**

Improve Social Media Proficiency

New – Please Review

Improve application knowledge and skills in communicating Alumni activities through social media platforms and Instagram. Grow posting rate by 5% by calendar year-end and diversify types of posts by keeping current with trends.

Progress : 0%

Status : On Track

Start Date :

Due Date :

more...

Comments :

**2**

- Edit
- Delete
- View History

This is the main screen for employee performance goals.

1. Each **new performance goal** will require manager review. All performance goals can be approved *without making comments or edits* by clicking on **Save and Continue** at the bottom right. If a goal is significantly modified after it's approved during the update process, you'll be brought to this same page to approve changes. This includes start/end date, title, and/or weighting changes.

When reviewing goals, keep in mind:

- The fiscal year timing of this performance cycle – end dates should be September 30 to enable the goal to be pre-populated into the Annual Review at the end of the year.
- Weightings of all goals should equal 100%
- Unit strategic priorities, job descriptions, and other forms of input to ensure individual goals align with desired outcomes.
- Comments can be added as notes for individual consideration without formally editing a given goal

2. To modify a goal's title, start/end date or weighting, **click the dropdown arrow** and **select Edit**. Files could also be uploaded here. Alternatively, goals could be deleted if required. Be sure to schedule a discussion with the individual to discuss requested changes.

**Note:** There are **learning resources available** to help you write or coach toward the creation of meaningful goals. Click on the Plan tab in the accordion featured on this webpage. Instructions for updating approved goals or cascading approved goals are provided in the Nurture Success Cornerstone User Guide (coming soon).



# Annual Performance Planning: Input Window for Editing Goals

## Create Goals Wizard Options ▾

Create your goals in SMART format - Click the **Wizard** button on the right to activate a tool that will aid you in the process.

All fields marked \*\*\* are required

**1** Title \*

**2** Description

**B I U S Ix** | | | | |

Improve application knowledge and skills in communicating Alumni activities through social media platforms Tik Tok and Instagram. Grow posting rate by 5% by calendar year-end and diversify types of posts by keeping current with trends.

**3** Start Date Due Date \* Weight \*

**4** Attachments

**Choose File**

Upload up to 3 attachments. Maximum upload 1mb

Comments  
[Add Comment](#)

**5** Cancel **Save**

Editing goals brings you to the **Create Goals** screen. Here you can modify content, confirm information, or simply leave a comment.

1. Is the title an accurate reflection of the intended goal?
2. Does the goal align with team performance goals? Is this a SMART goal?
3. Are the start and end dates accurate? For instance, the start date should be 10/1/22 or later and the end date should be 9/30/23 or sooner for the FY23 fiscal year. If this doesn't occur, the performance goal will not populate on the Annual Review at the end of the year.

Do you agree with the goal weight, as this defines the level of priority for you and the employee?

**Note: The sum total of goal weights should add up to 100%.**

4. You are able to upload a maximum of three attachments, if desired, or simply add comments.
5. When you are done, **click Save.**



# Annual Performance Planning: Performance Goals Screen: Reviewing Goals You've Created



## Performance Goals

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Click the "Add Goals" button in the top right corner to begin.

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Improve Social Media Proficiency ✕

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Progress :  0%

Status : On Track

Start Date :

Due Date :

more...

Comments :

B I U S X<sub>2</sub> X<sub>3</sub> I<sub>x</sub> | [List Icons] | Font | Size | A<sub>-</sub> A<sub>+</sub>

[Rich Text Editor Icons]

Total Weight: 25%  
Please adjust individual goal weight percentages so total weight percentage equals 100%. Shared goals cannot be modified. created and approved goal weight percentage changes will be reflected in the total.

Back
Save and Exit
Save and Continue



Once you've saved the goal, you will be returned to the Performance Goal page and your changes (if any) will be reflected.

For assistance in creating strong goals, refer to these **learning resources**. Click on the Plan tab in the accordion featured on this webpage.

1. There is **no "approval button."** Once you are satisfied with the goal(s), and their combined weight equals 100%, **click Save and Continue**

All goals will be "approved."

To return to Cornerstone to complete goals, **click Save and Exit.**



## WSU Values

How we achieve our work is just as important as what we achieve. To that end, our WSU values are included as a prompt to consider these unifying behaviors. These will be part of the annual review at the end of the year. This is just a review page - no goals are needed at this stage.

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- Exhibits courage in accepting challenges

This is just a review page - no goals are needed at this stage.

1

Back

Save and Exit

Save and Continue

No action is required by supervisors on the employee's WSU Values page.

1. To advance, **click Save and Continue.**

To return to Cornerstone later to review these values, **click Save and Exit.**



## Professional Development

To support your ongoing professional growth, please respond to the below questions.

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- Accelerate's Professional Development folder features many great learning resources to support development planning as well as topics such as time management, organization and planning, and embracing a growth mindset. To access it, login to Academica, Employee Resources, Other Resources, Accelerate-Employee Development Tools. Check with your manager to inquire if a budget request is possible pending your needs.

### Instructions for Manager:

Please be sure to schedule time to discuss/finalize these goals as well as offer support for plan attainment.

What new knowledge and skills would be helpful to gain in order to reach your performance goals this year?

Comments:

(Self) Review : 2022 Annual Performance Planning Time : 3/25/2022 9:28 AM  
It would improve my productivity and response time if I could further develop my digital camera skills by taking courses in both photography and digital editing.



1

How could you begin to take action? What are 1 or 2 initial things you'll do to begin your learning & development journey? Are there opportunities to share your unique strengths, such as teaching, mentoring, or publishing/speaking at a conference, etc.?

Comments:

(Self) Review : 2022 Annual Performance Planning Time : 3/25/2022 9:28 AM  
I would like to enroll in an online course for digital editing, then a course on more advanced photography techniques. These skills would improve my social media posts but I can also shoot images for the department website and other needs.

3

Back

Save and Exit

Save and Continue

On this screen you can review the professional development plans submitted by an employee, if any.

As part of your ongoing dialog, this is an opportunity to encourage employee growth. Click here for **learning resources**, then click on the Plan tab in the accordion featured on this webpage.

**Note:** Be sure to confirm the knowledge and skills identified are aligned with an employee's professional duties.

1. Offer suggestions , support, and/or encouragement to the desired learning goal by leaving a **comment**.
2. Offer guidance or recommended next steps to the learning and development plan prompt by leaving a **comment**.

**Note:** The employee will see whatever modifications or comments you make.

3. Once you've reviewed an employee's performance goals, **click Save and Continue**.

If you want to return later to Cornerstone to complete your comments, **click Save and Exit**.



## Career Development (Optional)

Wayne State offers many ways for individuals to grow and develop throughout their career. Your advancement matters and will lead to even greater WSU success.

This section is optional and offers space to begin reflecting upon past career experiences, interests, and passions as well as documenting short- and longer-term career goals and aspirations. This would be used to spark ongoing discussions with your leader about ways in which you might explore new career possibilities at WSU and plan for informal and formal learning experiences.

Learning and tools are available to support you and your leader through this process.

1

As you look ahead, what kind of work would you like to do more of today? How could this be reflected in your current job or other professional contributions, i.e. offering to help a colleague with a challenging assignment, participating in WSU committee/professional association or other external group, refining research, publishing an article, etc.?

Comments:

What might your ideal job look like in the next year or two that you would like to grow into? What are the job responsibilities? How do they relate to your strengths and work that you've done already that you're energized by?

Comments:

When you envision your dream job beyond the next two years, What do you see? What are you doing? What might it take to succeed? Which knowledge/skills might be the most important for you to focus upon to get ready for it? If it's unrelated to your current staff position or unit, check out O\*Net Online for a description by the U.S. Department of Labor of all jobs, their key responsibilities, and what it takes to prepare for them to inspire initial thinking. Is there a comparable role or department at WSU for this?

Comments:

Career development plans are an optional activity for your employee.

The introduction includes a link to **career development resources** to help guide you and your employee in planning. Click the staff or leader planner at this website. Note that the leader template offers sample agendas for career conversations along with thought-starter discussion questions.

1. Feel free to leave an encouraging comment if employees respond to any of the three prompts.

To advance to the final screen, **click Save and Continue.**

To return to Cornerstone to complete career development plans, **click Save and Exit.**



# Annual Performance Planning: Goal Planning Acknowledgement

## Annual Performance Planning

Options ▾



**Anne Bowly**  
Alumni Relations Officer



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### Goal Planning Acknowledgement

**Instructions for Employees:**  
Please provide an e-signature to signal that your initial goal setting is now complete. Next, your manager will discuss and approve these goals.

**Instructions for Manager:**  
Please provide an e-signature to indicate that you have had a discussion to share feedback and approve these goals.

Self \_\_\_\_\_ Date : \_\_\_\_\_

Manager  
 Sign

Comment

**1**

**2**

**3**

Back Save and Exit Submit

This is the final screen of the employee Annual Performance Planning process.

1. To approve an employee's performance plan, **enter your name here** and **click Sign**.
2. Add any final comments.
3. Once you are satisfied with the performance plan, **click Submit**.

If you are not ready to approve the performance plan, **click Save and Exit**.

To review previous sections, **click Back**.

**Note:** Once you click Submit, a final prompt will confirm whether or not the total weight of all goals equals 100%. If it does not, click Cancel and return to the performance goals page.

Once the approved performance plan is submitted, no further changes can be made.

# Resources

## **Learning Support**

Find: Instructor-led sessions on TSW  
Accelerate, on-demand learning

## **Regional Support**

Click: **HR Consultants**

**Cornerstone Clinic Schedule**

**C&IT Help Desk**  
Ph. 313-577-4357

For assistance with Academica links, internet browsers, etc.