





Annual Performance Planning:
Staff Cornerstone User Manual

Instructions for navigating the Cornerstone system to complete the Annual Performance Plan

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



Your Inbox

ew transcript

(0 approved training selection(s)) (Registered for 0 training selection(s))



Your Task

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.

You will use your WSU AccessID and password to log in to this system with the link: <u>Academica > Employee</u>

<u>Resources > Administrative Systems > Cornerstone</u>

Conversations.

- The instructions provide an overview of the new performance process and include a link to <u>learning</u> <u>opportunities</u> and resources to help you throughout the year. Click on Plan.
- 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.

Annual Performance Planning: Overview Screen





- . 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
- . 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

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

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.

Goal Planning Ackno...

Review Step Progression

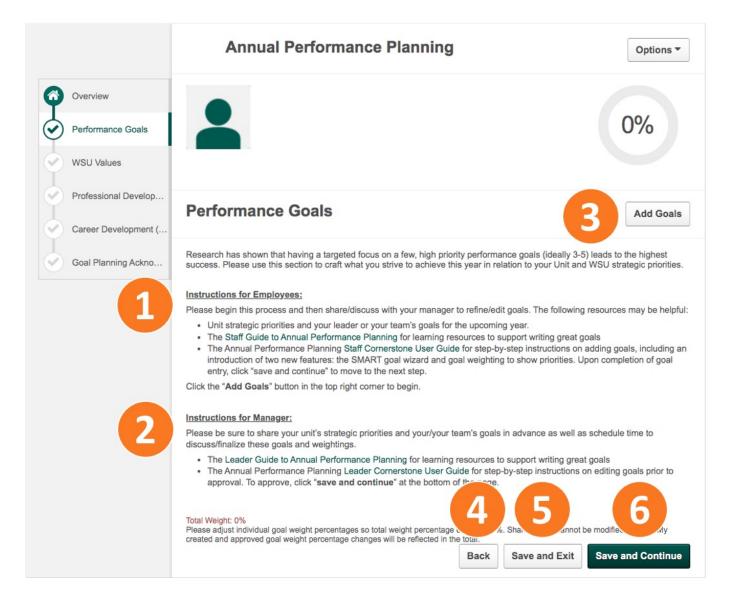




This is the screen you will see when you click on "Annual Performance Planning" under Your Tasks on the home screen.

- 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.
- The Overview area describes what needs to be considered before starting. Note: There are learning resources available to help you write strong goals. Click on Plan.
- This "Review Step Progression" indicator shows the steps occurring in this process - the goals submitted and the final approval/review by your manager. **Note:** It no longer requires HR or second level manager approval.
- This **progress meter** indicates the percentage of sections you've completed and aligns with the green checkmarks in the left sidebar (1).
- The **Get Started button** will take you to the Performance Goals section of Cornerstone.





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

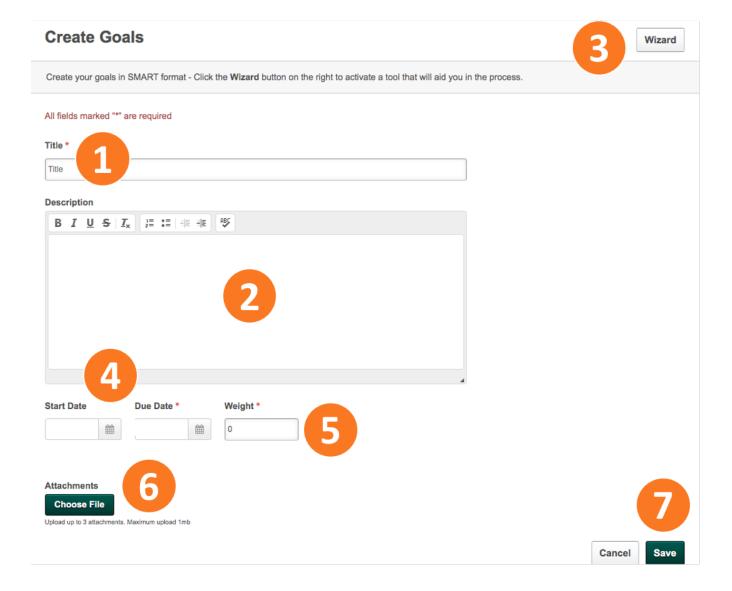
Note: There are <u>learning resources available</u> to help you write meaningful goals. Click on Plan.

- 1. This area provides brief instructions for employees.
- 2. This area provides brief instructions for managers.
- 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.
- 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.
- 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.







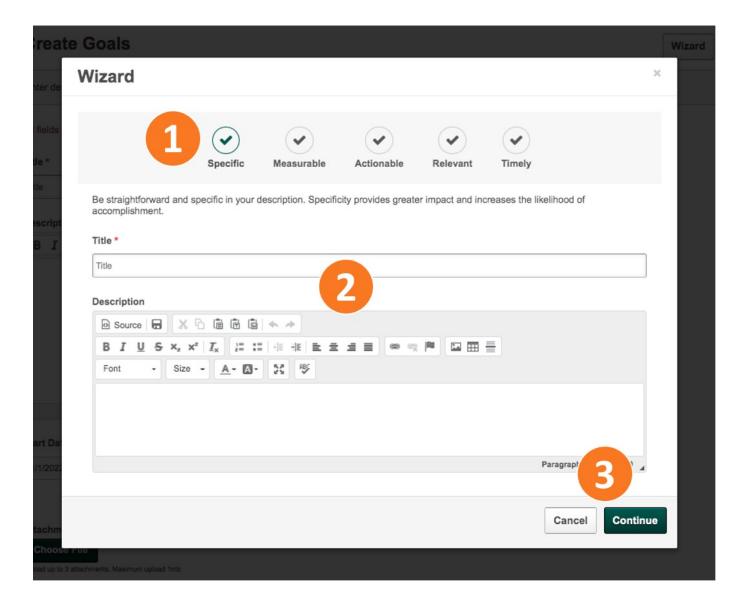
Once you click "Add Goals," this screen will guide you through the process. Although you will likely include several goals in your plan, you will add them one at a time.

- . 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 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. You can change the existing dates as needed. Start and and end dates must fall 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.

Note: 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.







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.

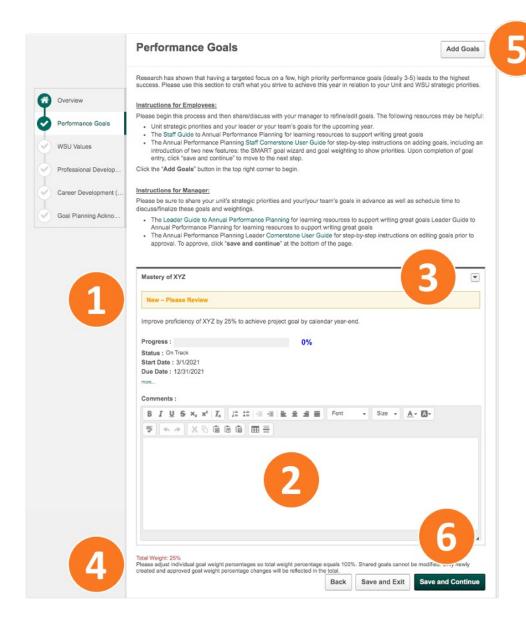
- I. The **top bar** shows your progress through each section of the Wizard. Tips for reviewing your goal against each SMART element are included directly below the top bar.
- 2. In this area, you will see **the title and text** for your goal, so you don't have to remember them as you are reviewing the 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.



cornerstone conversations

Performance Goals Screen: Reviewing Goals You've Created



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

- 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.
- 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.
- 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.



Back S

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.

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.

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:

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This screen invites you to consider your ongoing professional growth.

The instructions provide <u>resources to aid</u> you in the development of your plans. Click on 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 <u>career development</u> <u>resources</u> 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.

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That and last fiamo	Sign	
Manager		
Pending Signature		
comment		
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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.
- 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.





Resources

Learning Support (website: https://hr.wayne.edu/performance/resources)

Find: Instructor-led sessions on the TSW

Accelerate, on-demand learning

Regional Support

Click: <u>HR Consultants</u> (website: https://hr.wayne.edu/clientservices/about/contact)

<u>Cornerstone Clinic Schedule</u> (website: https://hr.wayne.edu/performance/resources)

C&IT Help Desk (website: https://tech.wayne.edu/helpdesk) Ph. 313-577-4357

For assistance with Academica link, internet browser technical questions, etc.