



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



1

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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2

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.

You will 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. 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

The screenshot shows the 'Annual Performance Planning' overview screen. It features a left sidebar with a navigation menu, a main content area with an 'Overview' section, and a 'Review Step Progression' section at the bottom. Numbered callouts highlight key elements: 1. The left sidebar navigation menu. 2. The 'Overview' section header. 3. The 'Review Step Progression' section header. 4. A progress meter showing 20% completion. 5. The 'Get Started' button.

1

Overview

Performance Goals

WSU Values

Professional Develop...

Career Development (...)

Goal Planning Ackno...

Annual Performance Planning

Options ▾

4

20%

2

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.

3

Review Step Progression

Employee Goal Planning

Due :

Manager Goal Review

5

Get Started

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 describes what needs to be considered before starting. **Note:** There are learning resources available to help you write strong goals. Click on Plan.
3. 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.
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 sidebar with a navigation menu containing: Overview, Performance Goals (highlighted with a checkmark), WSU Values, Professional Development, Career Development, and Goal Planning Acknowledgment. The main content area is titled 'Performance Goals' and features a large '0%' progress indicator. A red circle with the number '3' highlights the 'Add Goals' button. Below this, there are two instruction sections: 'Instructions for Employees' and 'Instructions for Manager'. At the bottom, three buttons are visible: 'Back', 'Save and Exit', and 'Save and Continue'. Red circles with numbers 4, 5, and 6 highlight these buttons respectively. A small text box at the bottom left indicates 'Total Weight: 0%' and provides instructions on adjusting goal weight percentages.

Annual Performance Planning Options ▾

0%

Performance Goals 3 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.

Total Weight: 0%
Please adjust individual goal weight percentages so total weight percentage equals 100%. Shared goals cannot be modified. Only created and approved goal weight percentage changes will be reflected in the total.

4 5 6

Back Save and Exit Save and Continue

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

3 Wizard

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

2

4

Start Date Due Date * Weight * 5

Attachments 6

Choose File

Upload up to 3 attachments. Maximum upload 1mb

7

Cancel Save

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 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 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.**



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.

Create Goals

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

Cut Copy Paste Undo Redo

B I U S x₂ x² T_x

Align Left Center Right Justify Indent Outdent

Font Size A- A+ ABC ✓

Paragraph

Cancel

Continue



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

The screenshot shows the 'Performance Goals' screen in the Cornerstone Conversations system. It features a left-hand navigation menu with icons and labels for 'Overview', 'Performance Goals' (highlighted with a green checkmark), 'WSU Values', 'Professional Develop...', 'Career Development (...)', and 'Goal Planning Ackno...'. The main content area is titled 'Performance Goals' and includes an 'Add Goals' button in the top right corner. Below the title, there is instructional text for employees and managers, along with links to various guides. A specific goal is displayed: 'Mastery of XYZ', marked as 'New - Please Review'. The goal description is 'Improve proficiency of XYZ by 25% to achieve project goal by calendar year-end.' It shows a progress bar at 0%, a status of 'On Track', a start date of 3/1/2021, and a due date of 12/31/2021. There is a 'Comments' section with a rich text editor. At the bottom, a warning states 'Total Weight: 25%' and provides instructions on how to adjust weights. Three buttons are at the bottom: 'Back', 'Save and Exit', and 'Save and Continue'.

1 Overview

2 Performance Goals

3 Add Goals

4 WSU Values

5 Professional Develop...

6 Career Development (...)

7 Goal Planning Ackno...

8 Performance Goals

9 Add Goals

10 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.

11 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.

12 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 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.

13 Mastery of XYZ

14 New - Please Review

Improve proficiency of XYZ by 25% to achieve project goal by calendar year-end.

Progress : 0%

Status : On Track

Start Date : 3/1/2021

Due Date : 12/31/2021

more...

Comments :

15 Total Weight: 25%

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

16 Back

17 Save and Exit

18 Save and Continue

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**.



Annual Performance Planning: Professional Development

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.

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

Comments:



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:



2

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 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 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**.



Annual Performance Planning: Goal Planning Acknowledgement

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

Rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), and other formatting options. The main text area is empty and contains a large orange circle with the number 2. A small orange circle with the number 3 is located at the bottom right corner of the text area.

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.

Resources

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

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

Regional Support

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

Cornerstone Clinic Schedule (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.