



WAYNE STATE  
Human Resources



Annual Review:

# Leader Cornerstone User Manual

Instructions for Providing Performance Ratings for Direct Reports as well as  
Completing Your Own **Self-Review/Acknowledgement** in Cornerstone

September 15, 2022

# Table of Contents

Below are links to the job aids that will support you in completing your own Annual Review and providing Annual Review feedback to your direct reports in this process\*:

1. [Completing Manager Reviews: Providing Performance Ratings for Direct Reports\\*](#)
2. [Completing Your Own Self-Review](#)
3. [Acknowledging Your Final Review Ratings Were Shared with You](#)

*\* Individuals included in this 2022 performance management process: Academic Administrators, Executives, Managers, Researchers, and Non-Academic/Non-Represented Staff*

Annual Review:

# Completing the Manager Review: Providing Performance Ratings for Direct Reports

Contact your HR Consultant with any questions



# Annual Review: Cornerstone Performance Management Landing Page



**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**

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

**Your Tasks**

	Due Date
Complete (Annual Review) Self Review and then Acknowledge	9/30/2022
Complete (Annual Review) Manager Review of Kevin Mayhew	10/21/2022

The Annual Review process has 3 steps and requires that **goals were approved** for the start of the performance year in the “Annual Performance Plan”. This year, goals were set for a short period of 4/1/22 – 9/30/22. The steps and deadlines are:

- Employee Self Review (due 9/30/22)
- Manager Review (due 10/21/22)
- Employee Acknowledgement (due 10/24/22)

To begin the **Manager Review** process to provide annual review ratings for direct reports, use your WSU Access ID and password to log into the system with this working link: **Academica > Employee Resources > Administrative Systems > Cornerstone Conversations.**

1. Under “Your Tasks”, **click Complete (Annual Review) Manager Review of (insert Direct Report name)**

*If you don't see a task for a direct report, it is because they haven't yet completed their employee self-review.*

*Note: This landing page may look different over time as additional Cornerstone modules are implemented.*



# Annual Review: Cornerstone Annual Performance Review Home Page



To get started with your **Manager Review**:

1. Click on **Get Started**. From here, you will be taken to your direct report's Performance Goals page.

Note:

- a. A **menu** shares the total number of web pages included in the Manager Review.
- b. The calendar **year timeframe** shown below your direct report's name and title is merely a system default – the rating period is from 4/1/22 – 9/30/22.
- c. The **options drop down** offers an opportunity to:
  - Reference **one-on-one meeting documentation** in "View Check In's" if you took advantage of this system feature during the performance year. If not, but you'd like to learn more about it for next year, see this [brief video](#). (To access, log in to Academica, Employee Resources, Other Resources, Accelerate. Click this link once to be brought to the landing page, then a second time to be brought to the video.)
  - **Print** your completed self-review
  - See your **progress** as you move through this process. Each time you open a page, you'll be 20% closer to completion.

*Would you like to send this self-review back to your direct report for any changes? Simply click on **Reopen Step** to the left of **Get Started**.*



# Annual Review: Rating Cornerstone Performance Goals

The screenshot shows the 'Performance Goals' interface. On the left is a navigation menu with 'Performance Goals' selected. The main area displays a goal for 'Cornerstone' with a list of tasks, a progress bar at 0%, and a status of 'Behind Schedule'. A dropdown menu is open, showing rating options: Select, Unsatisfactory, Inconsistent, Effective, Highly Effective, and Exceptional. At the bottom are buttons for 'Back', 'Save and Exit', and 'Save and Continue'.

On the Performance Goals screen, you have a variety of options to view your direct report's approved performance goals prior to selecting a rating:

1. Use this drop down to:
  - View **comments** added to this approved goal throughout the performance year if available
  - View **file attachments** added to this approved goal throughout the performance year if available
  - **Change your goal status by selecting Manage Goals.** Here you can indicate the percentage of completion using the slide bar, add files, and/or add comments prior to rating.
2. **Rate** achievements by selecting the appropriate rating. Click on the green circle question mark for **rating definitions**. **Ratings are required for each goal.** Add **comments** if desired.
3. Reference **direct report's self-rating and comments**, if provided.
4. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: if NO goals appear on this page, it because goals were not submitted by direct report and/or approved by you in the "Annual Performance Plan". Proceed to the next page and capture performance goals in the Overall Performance Rating.*



# Annual Review: Rating WSU Value Alignment

• Supports diversity, equity, and inclusion in their leadership practices  
• Exhibits courage in accepting challenges

**Overall Rating (Required)**

Select

- Select
- Not Aligned
- Inconsistent Alignment
- Aligned

Kevin Mayhew (Self) Rated : 3 - Aligned Review : 2022 Annual Performance Review Time : 9/1/2022 12:49 PM

Back Save and Exit Save and Continue

Skim the behavioral indicators for each WSU value as you consider the behaviors embodied by your direct report as they achieved their goals.

1. Select an **overall rating** to indicate the degree to which those behaviors aligned with the WSU values. Click on the green circle question mark for **rating definitions**. Add **comments** to share examples – these are required.
2. Reference **direct report's self-rating and comments**, if provided.
3. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.



# Annual Review: Adding Professional Development Feedback, if applicable

What learning and development goals did you set to help you successfully reach your performance goals this year?

Comments:

**1**

What were your learning and development achievements? In what way has this learning helped you to accomplish your performance goals in new or better ways? What changes to your learning and development plans are needed to achieve success?

Comments:

**2**

**3**

Back Save and Exit Save and Continue

If your direct report had professional development goals in their Annual Performance Plan, they would have added comments in each area of this Annual Review that you would be able to view (in a grey shaded box similar to the prior two pages for performance goals or values). There is **no rating** for this section.

1. Add comments to highlight feedback on any **learning goals** your direct report set out to achieve.
2. Add comments to highlight feedback on any **learning activity achievements** and the impact of them on your direct report's work.
3. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: If your direct report did not have any learning goals, simply proceed with the Save and Continue button.*



# Annual Review: Adding Career Development Feedback, if applicable

Overview

Performance Goals

WSU Values

Professional Developm...

Career Development (...)

Overall Performance R...

Acknowledgement

**Kevin Mayhew**  
Learning Architect  
1/1/2022 - 12/31/2022

60%

### Career Development (Optional)

Your career growth matters to us! If you chose to explore career development options over the past year, include them in the space below. This is a space for celebrating progress and ensuring ongoing support for career preparation.

**Comments**

Comments:

**1**

**2**

Back Save and Exit Save and Continue

If your direct report had career development goals in their Annual Performance Plan to share the learning that would be helpful to reach their *desired next career challenge*, they would have added comments in this Annual Review that you would be able to view (in a grey shaded box similar to what was shown for performance goals or values). There is **no rating** for this section.

1. Add comments to highlight feedback on any **career goals and learning** your direct report set out to achieve and accomplishments, key learnings, etc. they experienced.
2. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: If your direct report did not have any career goals, simply proceed with the Save and Continue button.*



# Annual Review: Providing an Overall Performance Rating

Overall Performance Rating

When determining an overall performance rating, please keep in mind that living the WSU values and how we achieve our work should be reflected in your rating with performance goal achievements. We suggest that you consider weighting the performance goal achievements and the WSU values at 25% of the overall rating. Please select this rating and share your comments in the space below.

Select ?

- Select
- Unsatisfactory
- Inconsistent
- Effective
- Highly Effective
- Exceptional

ails to help support your rating: \*

Rated : 5 - Exceptional Review : 2022 Annual Performance Review Time : 9/1/2022 1:10 PM

Font Size A-

Back Save and Exit Save and Continue

Provide one combined, **overall rating** here for your direct report's performance outcomes/impact attained as well as behavior alignment with the WSU values.

1. Select an **overall rating** to reflect both performance and value alignment. Click on the green circle question mark for **rating definitions**. Add **comments** to share rationale – this is required.
2. Reference **direct report's self-rating and comments**, if provided.
3. Click **Save and Continue** to proceed or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: If your direct report did not have any performance goals to rate on the "Performance Goal" page of this Annual Review process, you can still complete this section by referencing agreed upon goals that may have been documented outside of the Cornerstone system. These goals cannot be uploaded as a file – however the comments section could capture them as well as achievements.*



# Annual Review: Submit Final Ratings & Indicate a Discussion Was Held on Acknowledgment Page

**Acknowledgement**

**Instructions for Employee:**  
Please provide an e-signature to signal that your annual review is now complete.

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

Self  
Pending Signature

Manager  
 **Sign**

**Comment**

**B I U S Ix** [Rich Text Editor Icons]

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

Be sure to schedule a discussion to share the final ratings with your direct report. Then:

1. Type your name in order to **sign** this review and confirm that you had a discussion. Add comments if desired.
2. Click **Save and Continue** to submit the final rating, **Save and Exit** if you wish to save your signature and return at a later date, or **Back** if you wish not to sign at this time.

A pop-up message will appear to confirm you wish to submit. Click **submit** once more.

*Note: Once you click submit, you will not be able to make changes to this Manager Review. As you return to the Cornerstone landing page, you'll know you were successful if there are no tasks for this direct report listed in the "Your Task" area.*

*If you'd like to print a copy of what you submitted, go to the hamburger menu (three horizontal lines at top right corner of landing page), Scheduled Tasks, click the "show completed & expired tasks" box and click on the "Complete (Annual Review) Manager Review for (Direct Report)" file name. Here you could go to options in the top right corner to print review.*

*After your Annual Review discussion with your direct report, they will be asked to "Acknowledge" receipt of the ratings.*

Annual Review:

# Completing Your Self-Review

Contact your HR Consultant with any questions



**Performance Management Instructions**

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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
Complete (Annual Review) Self Review and then Acknowledge	9/30/2022

The Annual Review process has 3 steps and requires that **goals were approved** for the start of the performance year in the “Annual Performance Plan”. This year, goals were set for a short period of 4/1/22 – 9/30/22. The steps and deadlines are:

- Employee Self Review (due 9/30/22)
- Manager Review (due 10/21/22)
- Employee Acknowledgement (due 10/24/22)

To begin the **Employee Self Review**, use your WSU Access ID and password to log into the system with this working link: **[Academica](#) > **[Employee Resources](#)** > **[Administrative Systems](#)** > **[Cornerstone Conversations](#)**.**

1. Under “Your Tasks”, **click Complete (Annual Review) Self Review and then Acknowledge**

*Note: this landing page may look different over time as additional Cornerstone modules are implemented.*



The screenshot shows the '2022 Annual Performance Review' home page for Kevin Mayhew, Learning Architect. The page is divided into several sections:

- Navigation (a):** A sidebar on the left with links for Overview, Performance Goals, WSU Values, Professional Development, Career Development, Overall Performance Review, and Acknowledgement.
- User Profile (b):** A section displaying the user's name, title, and the review period (1/1/2022 - 12/31/2022).
- Progress (c):** A circular progress indicator showing 0% completion.
- Overview:** A section with introductory text about the review process and a 'Review Step Progression' bar.
- Review Step Progression (d):** A vertical list of steps: Self Review (Due: 9/30/2022), Manager Review, and Employee Acknowledgement. The 'Self Review' step is currently active.
- Buttons:** An 'Options' dropdown menu with 'View Check-Ins' and 'Print Review' options, and a 'Get Started' button at the bottom right.

To get started with your **Employee Self Review**:

1. Click on **Get Started**. From here, you will be taken to your Performance Goals screen.

Note:

- a. A **menu** shares the total number of web pages included for the Employee Self Review.
- b. The calendar **year timeframe** shown below your name and title is merely a system default – the rating period is for goals from 4/1/22 – 9/30/22.
- c. The **options drop down** offers an opportunity to:
  - Reference **one-on-one meeting documentation** in “View Check In’s” if you took advantage of this system feature during the performance year. If not, but you’d like to learn more about it for next year, see this [brief video](#). (To access, log in to Academics, Employee Resources, Other Resources, Accelerate. Click this link once to be brought to the landing page, then a second time to be brought to the video.)
  - **Print** your completed self-review
  - See your **progress** as you move through this process. Each time you open a page, you’ll be 20% closer to completion.



# Annual Review: Self-Rating Cornerstone Performance Goals

The screenshot shows the 'Cornerstone' performance goal page. On the left is a navigation sidebar with 'Performance Goals' selected. The main content area displays goal details for 'Cornerstone', including a list of tasks, a progress bar at 0%, status 'Behind Schedule', start and due dates, and a weight of 50%. A dropdown menu is open showing rating options: Select, Unsatisfactory, Inconsistent, Effective, Highly Effective, and Exceptional. A green question mark icon is visible next to the dropdown. At the bottom right, there are buttons for 'Save and Continue' and 'Save and Exit'.

On the **Performance Goals** screen, you have a variety of options to **view/update approved performance goals** prior to selecting a rating:

1. Use this drop down to:
  - View **comments** added to this approved goal throughout the performance year, if available
  - View **file attachments** added to this approved goal throughout the performance year, if available
  - **Change your goal status by selecting Manage Goals.** Here you can indicate the percentage of completion using the slide bar, add files, and/or add comments prior to rating.
2. **Rate your achievements** by selecting the appropriate rating. Click on the green circle question mark for **rating definitions**. **Ratings are required for each goal.** Add **comments** if desired.
3. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: if NO goals appear on this page, it because goals were not submitted and/or approved by your manager in the "Annual Performance Plan". Proceed to next page and capture goal achievements on the Overall Ratings page.*





# Annual Review: Sharing Professional Development Activity, if applicable

The screenshot shows a web-based form for an annual review. On the left is a navigation sidebar with the following items: Overview, Performance Goals, WSU Values, Professional Development (highlighted), Career Development (...), Overall Performance R..., and Acknowledgement. The main content area has two sections, each with a heading and a text input field with a rich text editor toolbar. The first section is titled "What learning and development goals did you set to help you successfully reach your performance goals this year?" and has a callout "1" in an orange circle. The second section is titled "What were your learning and development achievements? In what way has this learning helped you to accomplish your performance goals in new or better ways? What changes to your learning and development plans are needed to achieve success?" and has callouts "2" and "3" in orange circles. At the bottom of the form are three buttons: "Back", "Save and Exit", and "Save and Continue".

If you had professional development goals in your Annual Performance Plan to share the *learning that would be helpful to reach your performance goals*, please describe activities you completed here. There is **no rating** for this section.

1. Add comments to highlight the **learning goals** you set out to achieve.

*Note: this section does not automatically populate from the Annual Performance Plan. Not sure how to locate your original goals? Go to the hamburger menu (3 horizontal lines at the top right of the Cornerstone landing page, Scheduled Tasks. Click 'show completed and expired tasks', then click on the "2022 Annual Performance Planning" file name.*

2. Add comments to highlight **learning activity achievements** and the impact of them on your work.
3. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: if you did not have any learning goals, simply proceed with the Save and Continue button.*



# Annual Review: Sharing Career Development Activity, if applicable

Overview

Performance Goals

WSU Values

Professional Developm...

Career Development (...)

Overall Performance R...

Acknowledgement

**Kevin Mayhew**  
Learning Architect  
1/1/2022 - 12/31/2022

60%

### Career Development (Optional)

Your career growth matters to us! If you chose to explore career development options over the past year, include them in the space below. This is a space for celebrating progress and ensuring ongoing support for career preparation.

**Comments**

Comments:

1

2

Back Save and Exit Save and Continue

If you had career development goals in your Annual Performance Plan to share the learning that would be helpful to reach your *desired next career challenge*, please share activities you completed here. There is **no rating** for this section.

1. Add comments to highlight the **career goals and learning** you set out to achieve and accomplishments, key learnings, etc.

*Note: this section does not automatically populate from the Annual Performance Plan. Not sure how to locate your original goals? Go to the hamburger menu (3 horizontal lines at the top right of the Cornerstone landing page, Scheduled Tasks. Click 'show completed and expired tasks', then click on the "2022 Annual Performance Planning" file name.*

2. Click **Save and Continue** to proceed to next page or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: if you did not have any career goals, simply proceed with the Save and Continue button.*



# Annual Review: Providing an Overall Rating

Overview

Performance Goals

WSU Values

Professional Development

Career Development (...)

Overall Performance Rating

Acknowledgement

## Overall Performance Rating

When determining an overall performance rating, please keep in mind that living the WSU values and how we achieve our work should be considered along with performance goal achievements. We suggest that you consider weighting the performance goals at 75% and the WSU values at 25% of the overall rating. Please select this rating and share comments in the space provided.

Select ?

- Select
- Unsatisfactory
- Inconsistent
- Effective
- Highly Effective
- Exceptional

Details to help support your rating: \*

Font Size A A

Back Save and Exit Submit

Provide one combined, **overall rating** here for performance outcomes/impact attained as well as behavior alignment with the WSU values.

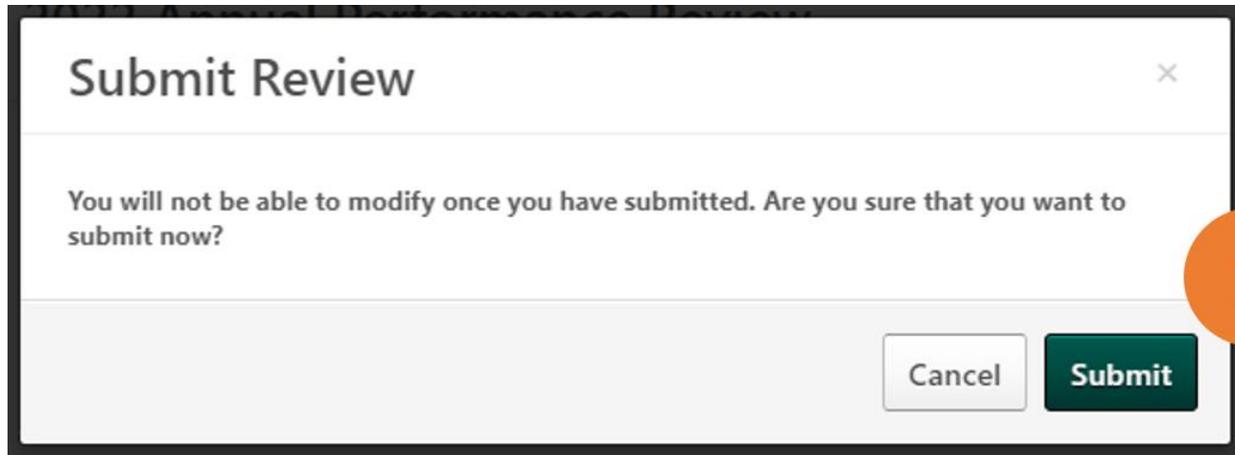
1. Select an **overall rating** to reflect both performance and value alignment. Click on the green circle question mark for **rating definitions**. Add **comments** to share rationale – this is required.
2. Click **Submit** to send your self-rating to your manager for input/discussion/final ratings or **Save and Exit** to complete the work up to this point and return at a later date. If you click **Back**, you will lose any work completed on this page.

*Note: if you did not have any performance goals to rate on the "Performance Goal" page of this Annual Review process, you can still complete this section by referencing agreed upon goals that may have been documented outside of the Cornerstone system. These goals cannot be uploaded as a file – however the comments section could capture them as well as achievements.*



Once you select **Submit** on the **Overall Ratings** page, a pop-up message will appear.

1. Select **Submit** a second time to confirm your goal of sending your self-rating to your manager. Click **Cancel** if you wish to return at a later date.



**Submit Review** [X]

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

*Note: Once you click Submit, you will not be able to make changes to this self-rating. As you return to the Cornerstone landing page, you'll know you were successful if there are no tasks listed in the "Your Task" area.*

*If you'd like to print a copy of what you submitted, go to the hamburger menu (three horizontal lines at top right corner of landing page), Scheduled Tasks, click the "Show completed & expired tasks" box and click on the "Complete (Annual Review) Self Review and then Acknowledge" file name. Here you could go to options in the top right corner to print review.*

*After your manager provides a final rating and discusses your accomplishments with you, **return here for a final step to "Acknowledge" that the ratings were shared with you.***

Annual Review:

# Acknowledging Your Final Ratings Were Shared With You

Contact your HR Consultant with any questions



# Annual Review: Cornerstone Performance Management Landing Page



**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.

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3. Annual Review

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**Your Inbox**

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

**Your Tasks**

Task	Due Date
Complete (Annual Review) Self Review and then Acknowledge	9/30/2022

The Annual Review process has 3 steps and requires that **goals were approved** for the start of the performance year in the “Annual Performance Plan”. This year, goals were set for a short period of 4/1/22 – 9/30/22. The steps and deadlines are:

- Employee Self Review (due 9/30/22)
- Manager Review (due 10/21/22)
- Employee Acknowledgement (due 10/24/22)

To begin the **Employee Acknowledgement**, use your WSU Access ID and password to log into the system with this working link: **[Academica > Employee Resources > Administrative Systems > Cornerstone Conversations](#)**.

1. Under “Your Tasks”, **click Complete (Annual Review) Self Review and then Acknowledge**

*Note: this landing page may look different over time as additional Cornerstone modules are implemented.*



# Annual Review: Cornerstone Annual Performance Review Home Page



**2022 Annual Performance Review**

**Kevin Mayhew**  
Learning Architect  
1/1/2022 - 12/31/2022

**83%**

**Overview**

As the performance year concludes, it's a great opportunity to celebrate achievements and their impact as well as provide formal feedback on what worked and what was learned when reviewing performance goals, WSU values, professional development, and optional career development.

Best practices are to ensure that there aren't surprises in this review – that all items are a summary of the prior year's conversations – and to have a balanced perspective that fairly depicts performance with the full year in mind.

Please refer to job aids and learning resources for leaders and staff and reach out to your HR Consultant as a source of support should questions arise.

**Review Step Progression**

- Self Review
- Manager Review
- Employee Acknowledgement  
Due: 10/24/2022

**Get Started**

To get started with your **Employee Acknowledgement**:

1. Click on **Get Started**. From here, you will be taken to your Performance Goals screen.

Note:

- a. A **menu** shares the total number of web pages included for the Employee Acknowledgement.
- b. The calendar **year timeframe** shown below your name and title is merely a system default – the rating period is for goals from 4/1/22 – 9/30/22.
- c. The **options drop down** offers an opportunity to:
  - Reference **one-on-one meeting documentation** in “View Check In’s” if you took advantage of this system feature during the performance year. If not, but you’d like to learn more about it for next year, see this [brief video](#). (To access, log in to Academics, Employee Resources, Other Resources, Accelerate. Click this link once to be brought to the landing page, then a second time to be brought to the video.)
  - **Print** your completed self-review
  - See your **progress** as you move through this process. Each time you open a page, you’ll be 20% closer to completion.



# Annual Review: View Rating on Cornerstone Performance Goals



On the Performance Goals screen, for each approved goal you can view:

1. **Manager rating.** Click on the green circle question mark for rating definitions.
2. **Manager rating and comments**, if provided, as well as your own **self-rating and comments**, if provided..
3. Click **Next** to proceed to next page or **Exit** to return at a later date.

*Note: if NO goals appear on this page, it because goals were not submitted and/or approved by your manager in the “Annual Performance Plan”.*



# Annual Review: View WSU Value Alignment Rating

The screenshot shows a navigation menu on the left with items: Overview, Performance Goals, WSU Values, Professional Developm..., Career Development (...), Overall Performance R..., and Acknowledgement. The main content area lists various values and behaviors, including a 'Leadership' section with a quote and a list of 'Best Practice Behaviors'. At the bottom, there is a section titled 'Overall Rating (Required)' with a dropdown menu set to 'Aligned' and a list of two entries: Dawn Aziz (Manager) and Kevin Mayhew (Self), both rated 3 - Aligned. Three orange callout circles are overlaid on the interface: circle 1 points to the 'WSU Values' menu item, circle 2 points to the 'Overall Rating (Required)' dropdown, and circle 3 points to the 'Next' button.

On the **WSU Values** screen, you can view:

1. **Manager rating** for overall rating of behavior alignment with WSU values. Click on the green circle question mark for **rating definitions**.
2. **Manager rating and comments**, if provided, as well as your own **self-rating and comments**, if provided..
3. Click **Next** to proceed to next page or **Exit** to return at a later date.



# Annual Review: View Professional Development Feedback, if applicable

2022 Annual Performance Review Options ▾

**Kevin Mayhew**  
Learning Architect  
1/1/2022 - 12/31/2022

83%

### Professional Development

Share learning & development goals and key accomplishments from throughout the year below. Reflect on the impact that learning has had on your ability to attain key performance goals.

1 What learning and development goals did you set to help you successfully reach your performance goals this year?

2 What were your learning and development achievements? In what way has this learning helped you to accomplish your performance goals in new or better ways? What changes to your learning and development plans are needed to achieve success?

3

Back Exit **Next**

If you had professional development goals in your Annual Performance Plan and added comments in the Annual Review, they would be viewable on this page along with your manager's feedback, if provided. There was **no rating** for this section.

1. View your and your manager's comments on **learning goals**, if provided.
2. View your and your manager's comments on **learning activity achievements**, if provided.
3. Click **Next** to proceed to next page or **Exit** to return at a later date.

*Note: if you did not have any learning goals as shown in this example, simply proceed with the Next button.*



# Annual Review: View Career Development Activity, if applicable

2022 Annual Performance Review

Options ▾

Kevin Mayhew  
Learning Architect  
1/1/2022 - 12/31/2022

83%

Career Development (Optional)

Your career growth matters to us! If you chose to explore career development options over the past year, include them in the space below. This is a space for celebrating progress and ensuring ongoing support for career preparation.

Comments

Back Exit Next

If you had career development goals in your Annual Performance Plan and added comments in the Annual Review, they would be viewable on this page along with your manager's comments, if provided. There was **no rating** for this section.

1. View your and your manager's comments on **career goals and learning**, if provided.
2. Click **Next** to proceed to next page or **Exit** to return at a later date.

*Note: if you did not have any learning goals as shown in this example, simply proceed with the Next button.*



# Annual Review: View Overall Performance Rating

2022 Annual Performance Review Options

**Kevin Mayhew**  
Learning Architect  
1/1/2022 - 12/31/2022

83%

### Overall Performance Rating

1. Determining an overall performance rating, please keep in mind that living the WSU values and how we achieve them should be considered along with performance goal achievements. We suggest that you consider weighting performance goals at 75% and the WSU values at 25% of the overall rating. Please select this rating and share your thoughts in the space provided.

Exceptional ?

**Dawn Aziz** ( Manager ) Rated : 5 - Exceptional Review : 2022 Annual Performance Review Time : 9/1/2022 2:09 PM tt

**Kevin Mayhew** ( Self ) Rated : 5 - Exceptional Review : 2022 Annual Performance Review Time : 9/1/2022 1:10 PM tt

Back Exit **Next**

On the **Overall Performance Rating** screen, you can view:

1. **Manager rating** for overall, combined rating of performance achievements and behavior alignment with WSU values. Click on the green circle question mark for **rating definitions**.
2. **Manager rating and comments**, if provided, as well as your own **self-rating and comments**, if provided..
3. Click **Next** to proceed to next page or **Exit** to return at a later date.

*Note: if you did not have any performance goals to rate on the "Performance Goal" page of this Annual Review process, this page would reflect performance achievements for goals agreed upon outside of this system.*



# Annual Review: Submit Employee Acknowledgement

**Acknowledgement**

**Instructions for Employee:**  
Please provide an e-signature to signal that your annual review is now complete.

**Instructions for Manager:**  
Please provide an e-signature to indicate that you have viewed the ratings and comments, share feedback and approve this review.

Self  
First and last name  **Sign**

Manager  
Dawn Aziz Date : 9/1/2022

Comment

**B I U S Ix** [Rich Text Editor Icons]

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

To submit an **acknowledgement** of this process:

1. Type your name to **sign** this form. Add comments if desired.
2. Click **Submit** to confirm that you have viewed these ratings and spoke with your manager. Click **Save and Exit** if you wish to return at a later date.

If you click submit, a pop-up message will appear to confirm. Click **submit** once more.

*Note: Once you click submit, you will not be able to make changes to this acknowledgement. As you return to the Cornerstone landing page, you'll know you were successful if there are no tasks listed in the "Your Task" area.*

*If you'd like to print a copy of what you submitted, go to the hamburger menu (three horizontal lines at top right corner of landing page), Scheduled Tasks, click the "Show completed & expired tasks" box and click on the "Complete (Annual Review) Self Review and then Acknowledge" file name. Here you could go to options in the top right corner to print review.*

*This was the final step in this process.*

# 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>)

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

For assistance with Academica links, internet browsers, etc.