WAYNE STATE
Human Resources

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Annual Review:

Staff Cornerstone User Manual

Instructions for Completing Your Self Review and Employee Acknowledgement in Cornerstone

September 15, 2022

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Human Resources

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2. Acknowledging Final Ratings Were Shared

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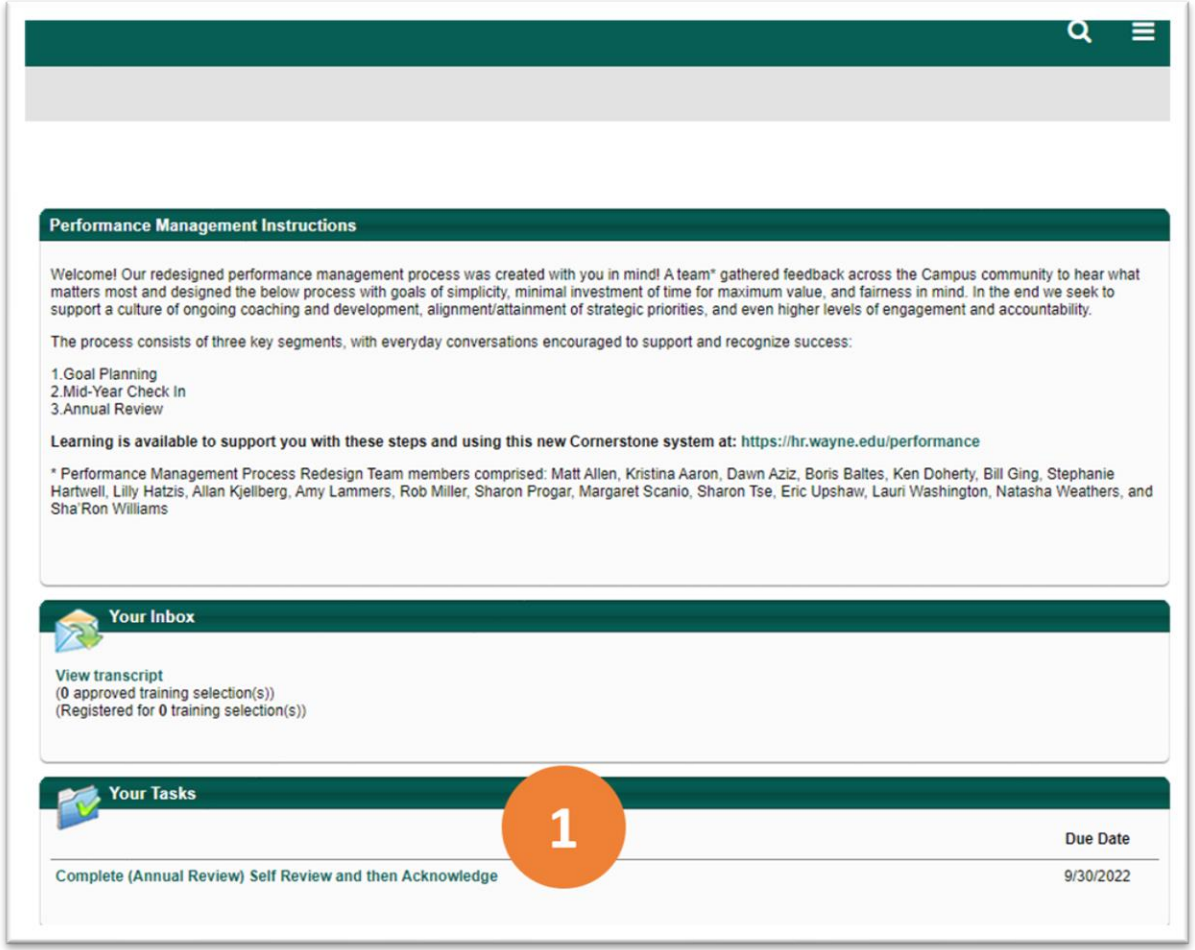
Annual Review:

Completing Your Self-Review

Contact your HR Consultant with any questions

Annual Review:
Cornerstone Performance Management Landing Page



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:

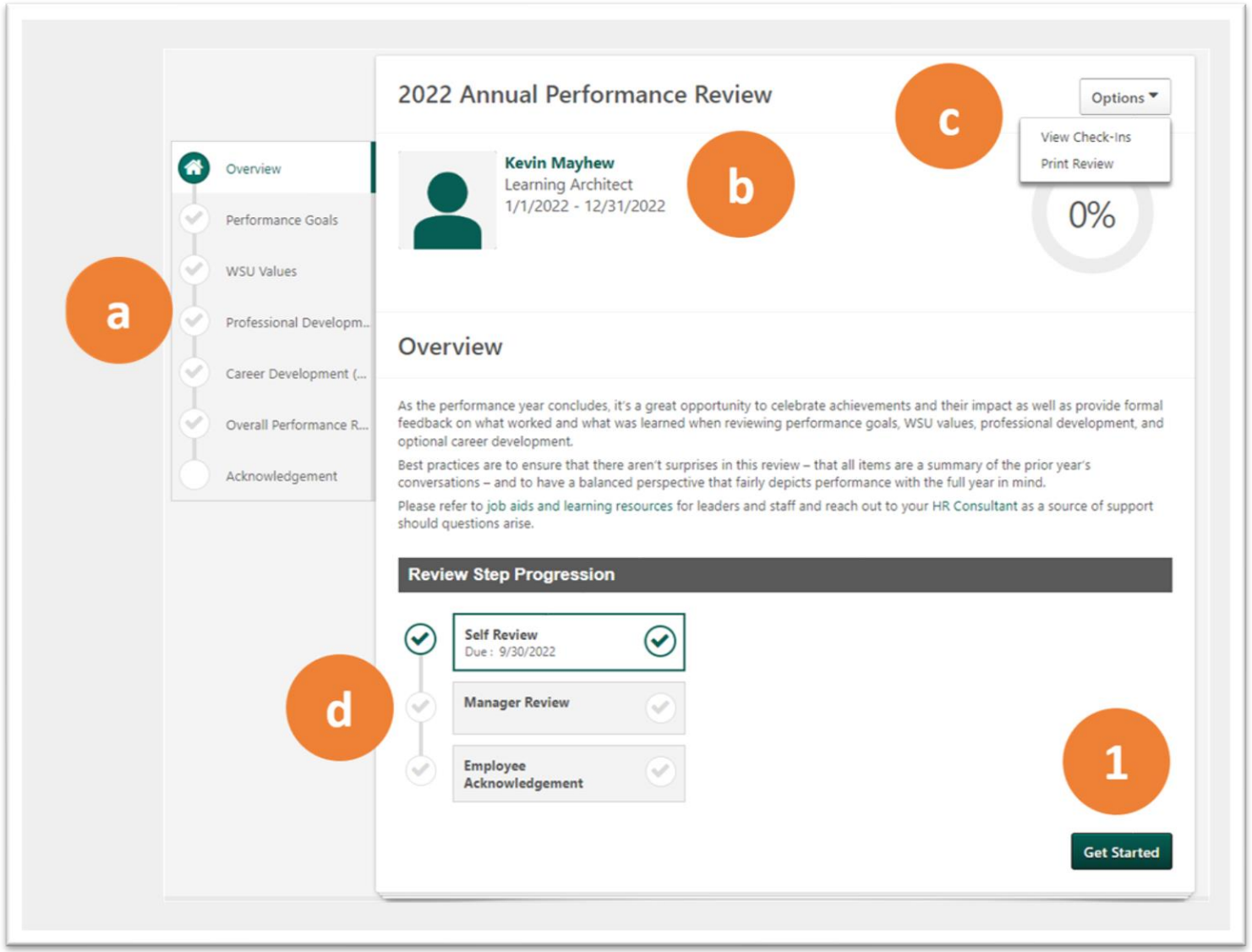
- Employee Self Review (due 9/30/22)
- Manager Review (due 10/21/22)
- Employee Acknowledgement (due 10/24/22)

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.

Annual Review:
Cornerstone Annual Performance Review Home Page



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 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.

Annual Review:
Self-Rating Cornerstone Performance Goals

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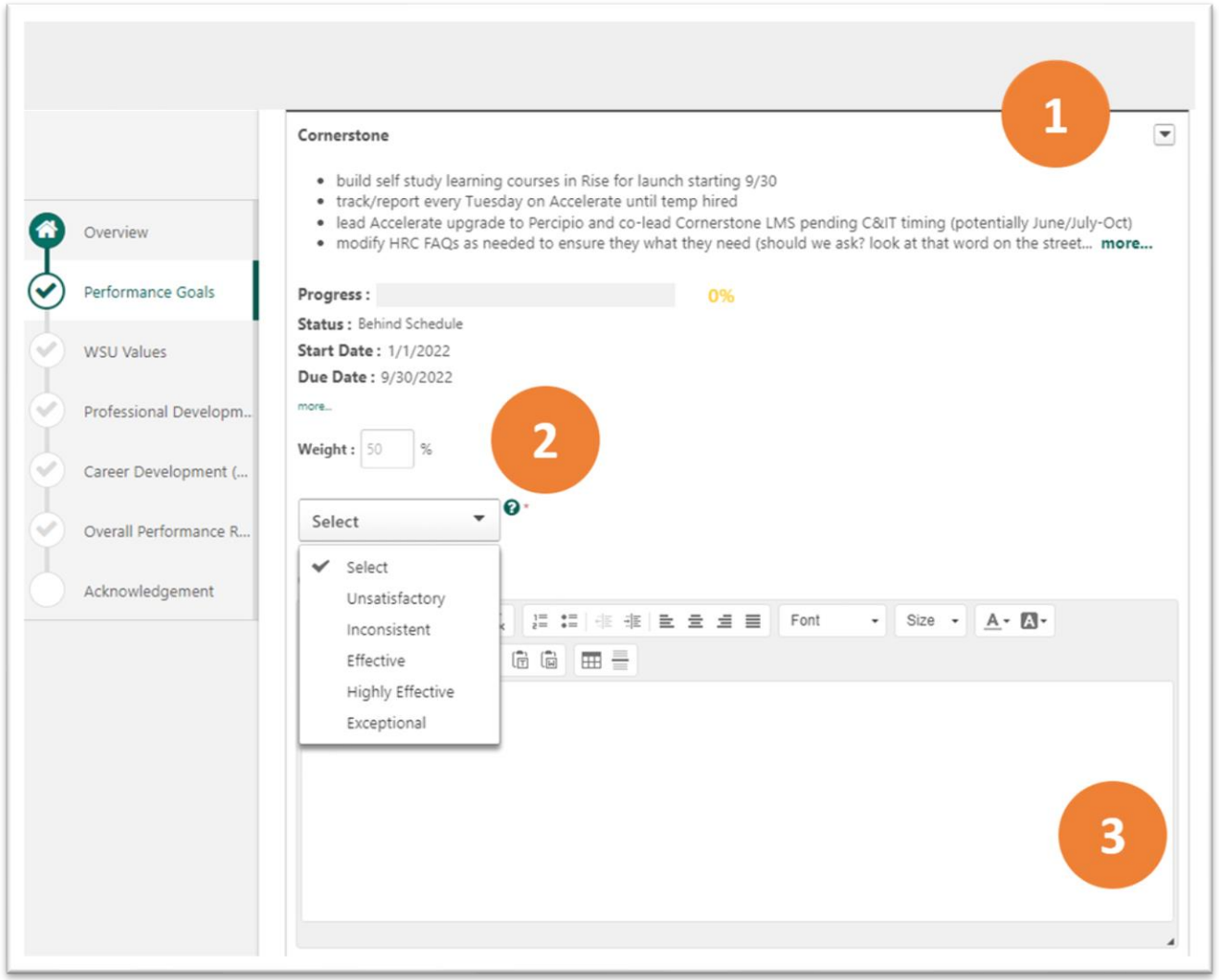


On the **Performance Goals** screen, you have a variety of options **to view/update approved performance goals** prior to selecting a rating:

1. Use this drop down to:

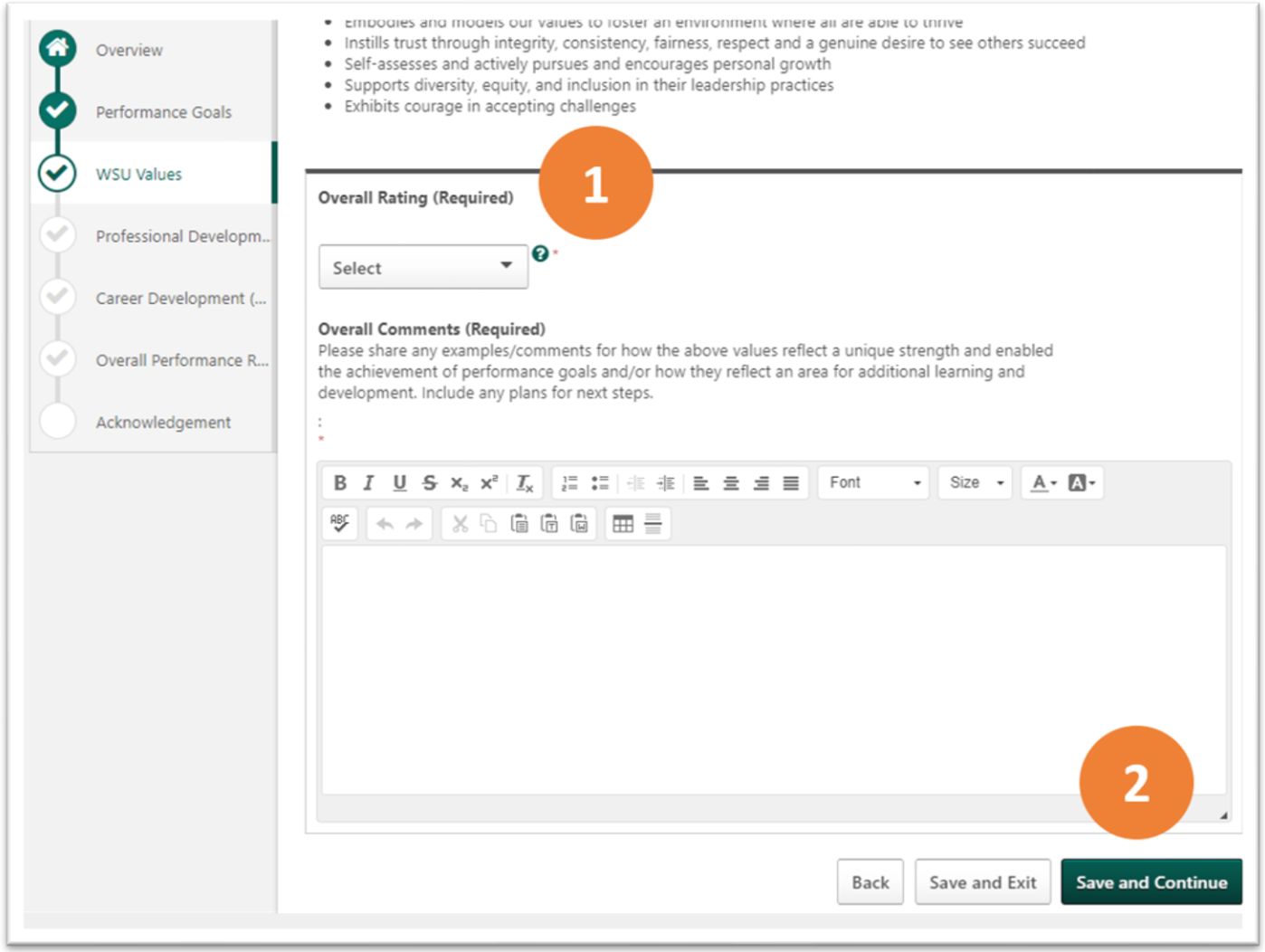
   - View **comments** added to this approved goal throughout the performance year, if available
   - View file **attachments** added to this approved goal throughout the performance year, if available
   - **Change your goal status by selecting Manage Goals**. Here you can indicate the percentage of completion 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:
Self-Rating WSU Value Alignment

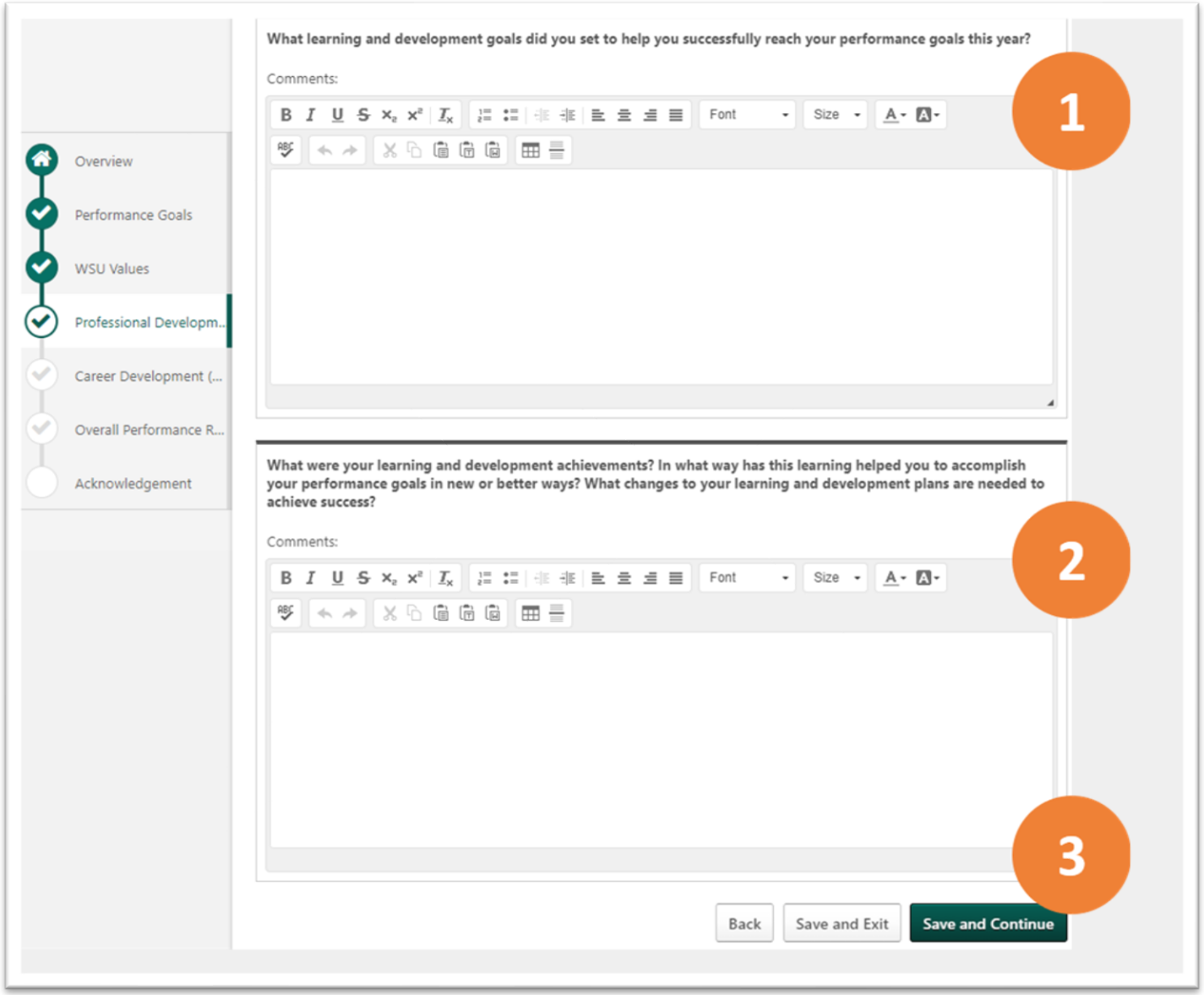


Skim the behavioral indicators for each WSU value as you consider the actions you took in order to achieve your goals.

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 – this is required.

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.

Annual Review:
Sharing Professional Development Activity, if applicable



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.

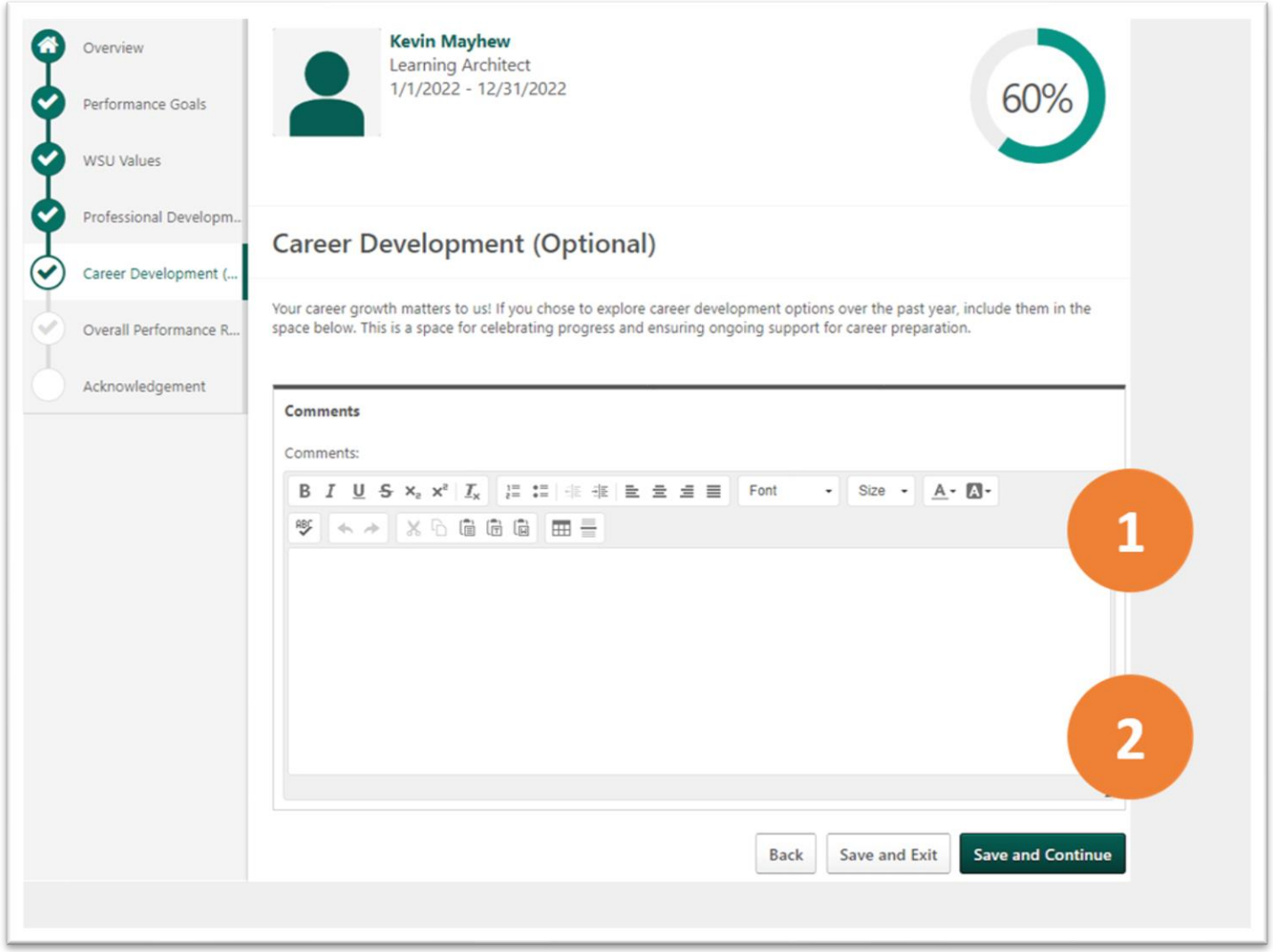
   Note: this section does not automatically populate from the Annual Performance Plan. Not sure how to locate your original goals? Go to the hamburger menu (3 horizontal lines at the top right of the Cornerstone landing page, Scheduled Tasks. Click 'show completed and expired tasks', then click on the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



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.

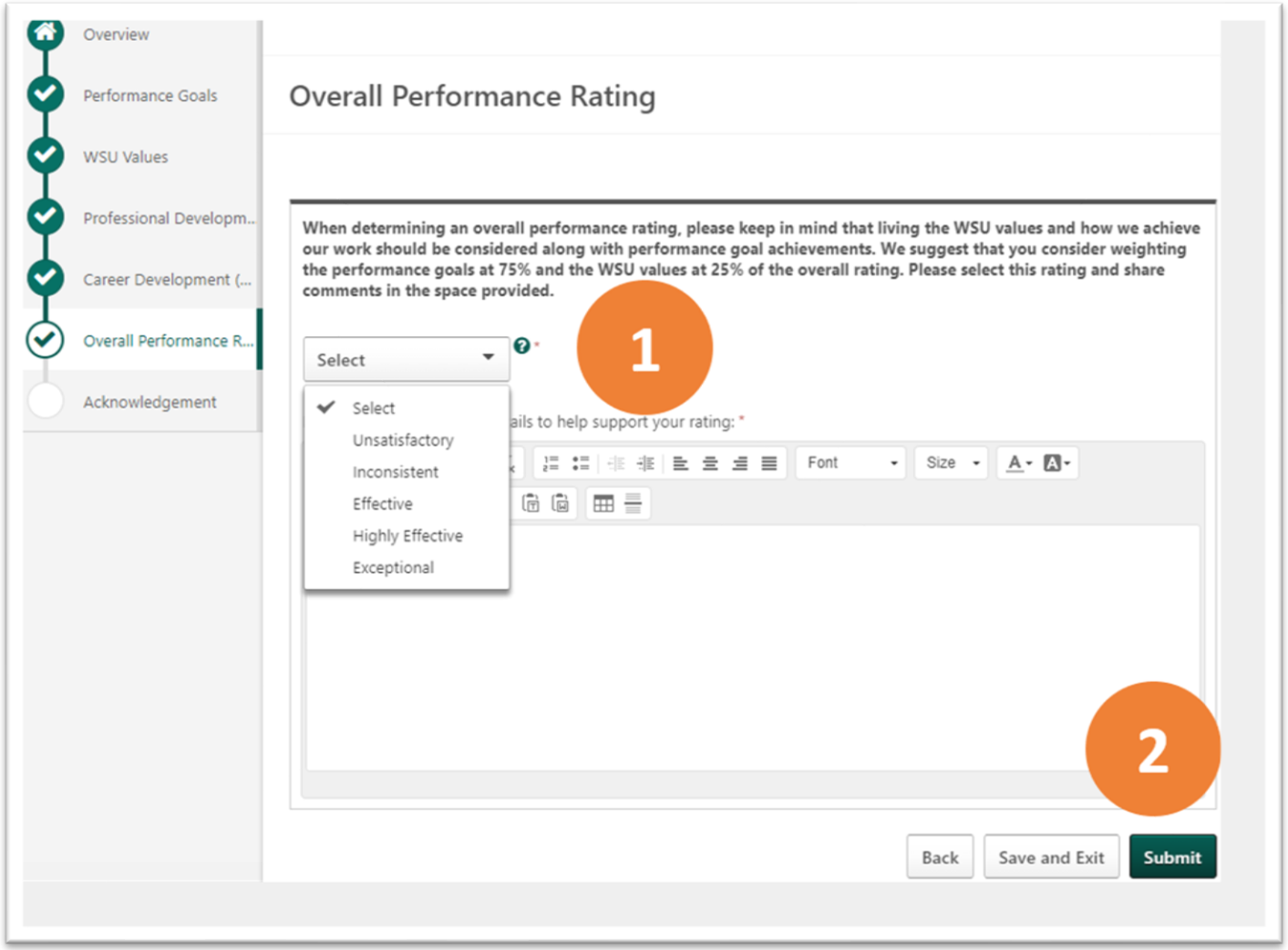
1. Add comments to highlight the **career goals and learning** you set out to achieve and accomplishments, key learnings, etc.

   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



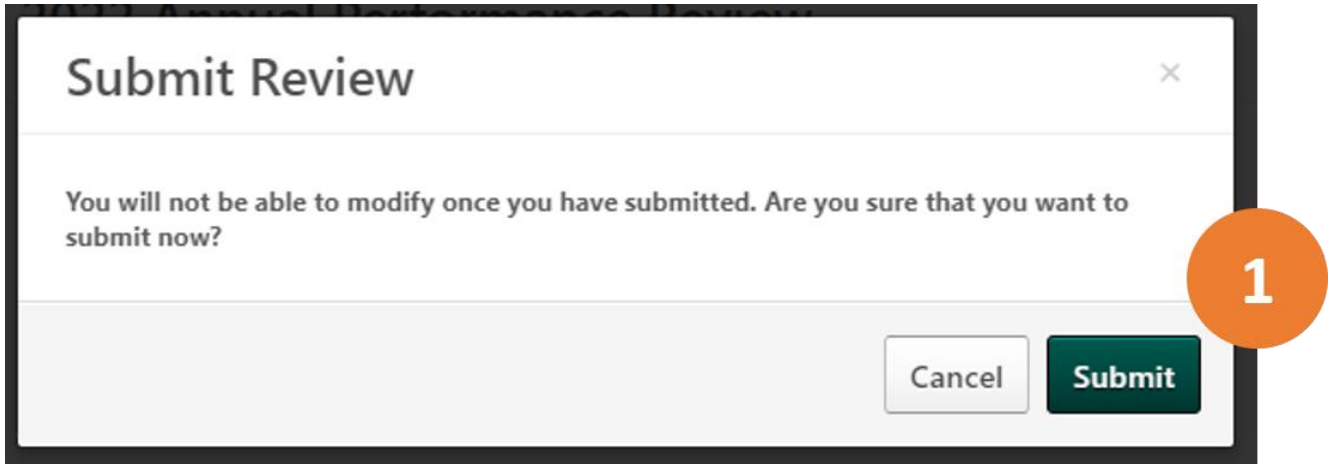
Provide one combined, **overall rating** here for performance outcomes/impact attained as well as behavior alignment with the WSU values.

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.

Annual Review:
Submit Self Rating to Manager for Input/Discussion/Final Ratings



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.

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.***

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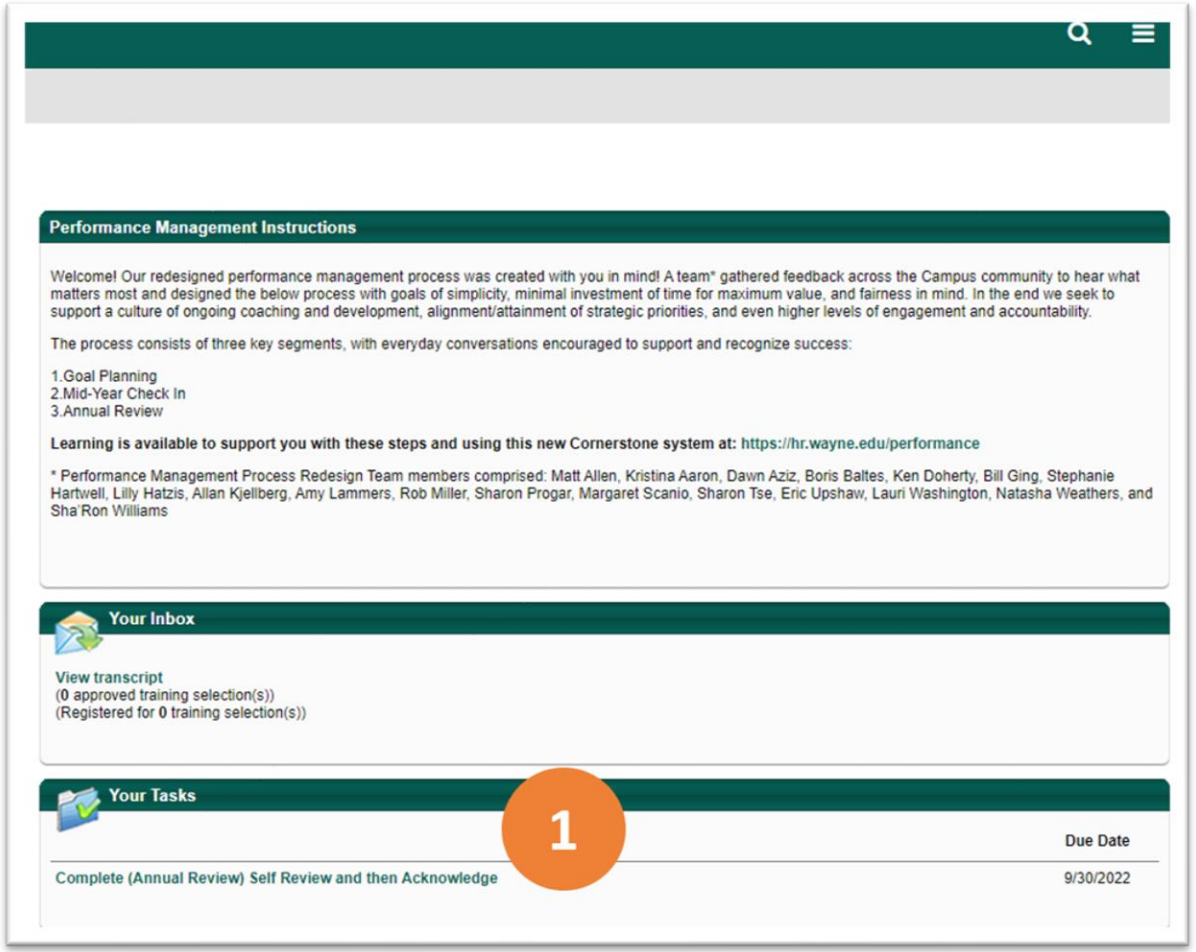
Annual Review:

Acknowledging Final Ratings Were Shared

Contact your HR Consultant with any questions

Annual Review:
Cornerstone Performance Management Landing Page



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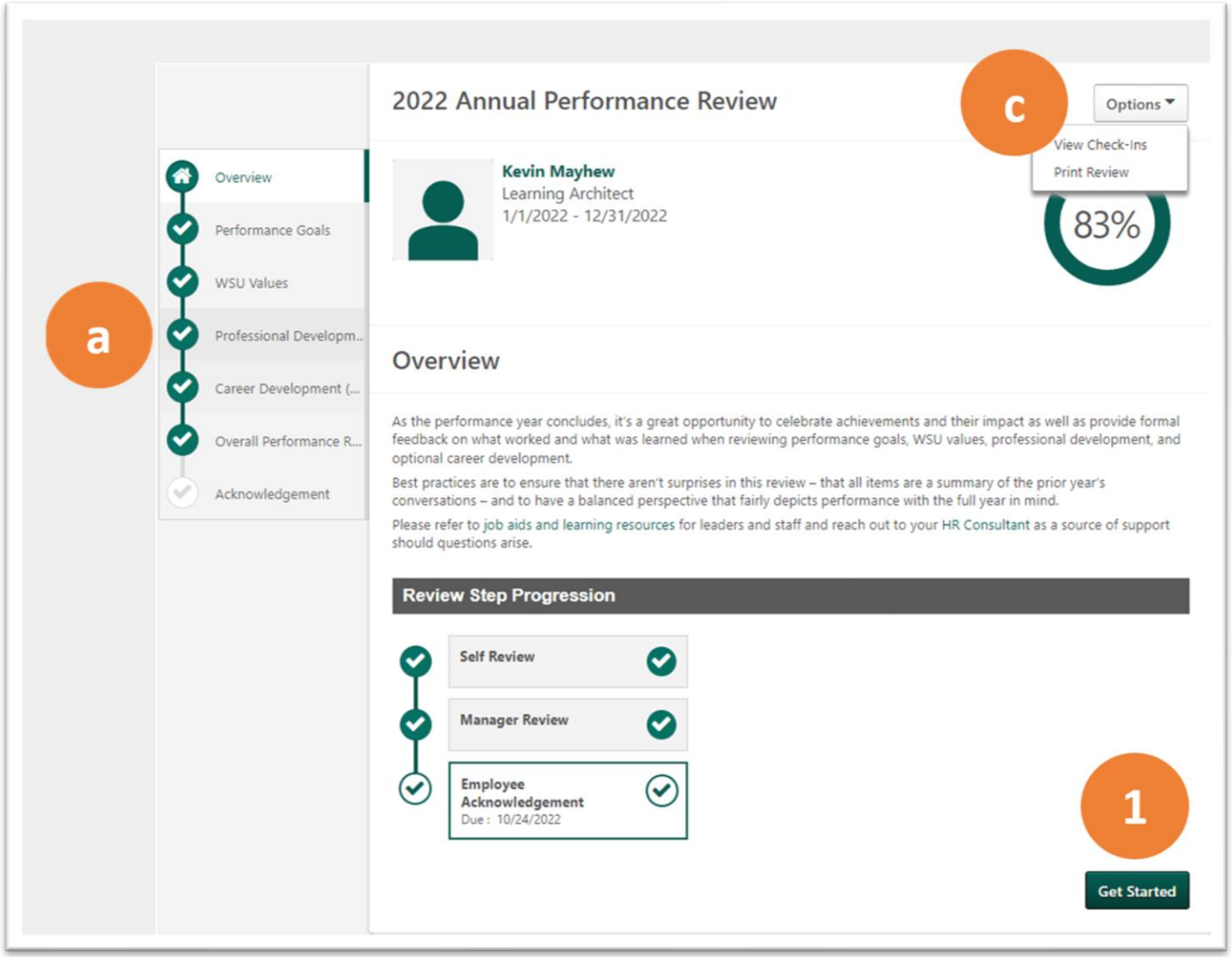
- Employee Acknowledgement (due 10/24/22)

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



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

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

Note:

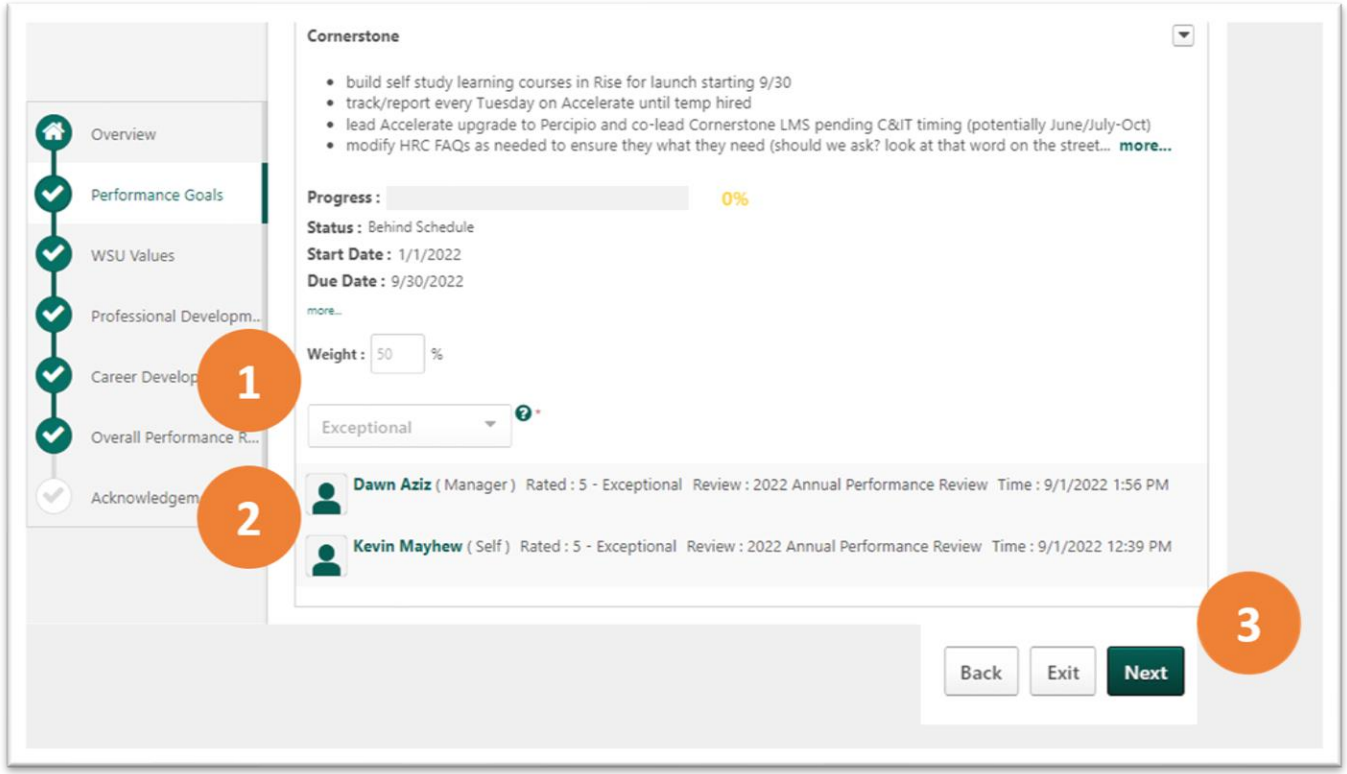
a. A **menu** shares the total number of web pages included for the Employee Acknowledgement.

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 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.

Annual Review:
View Rating on Cornerstone Performance Goals

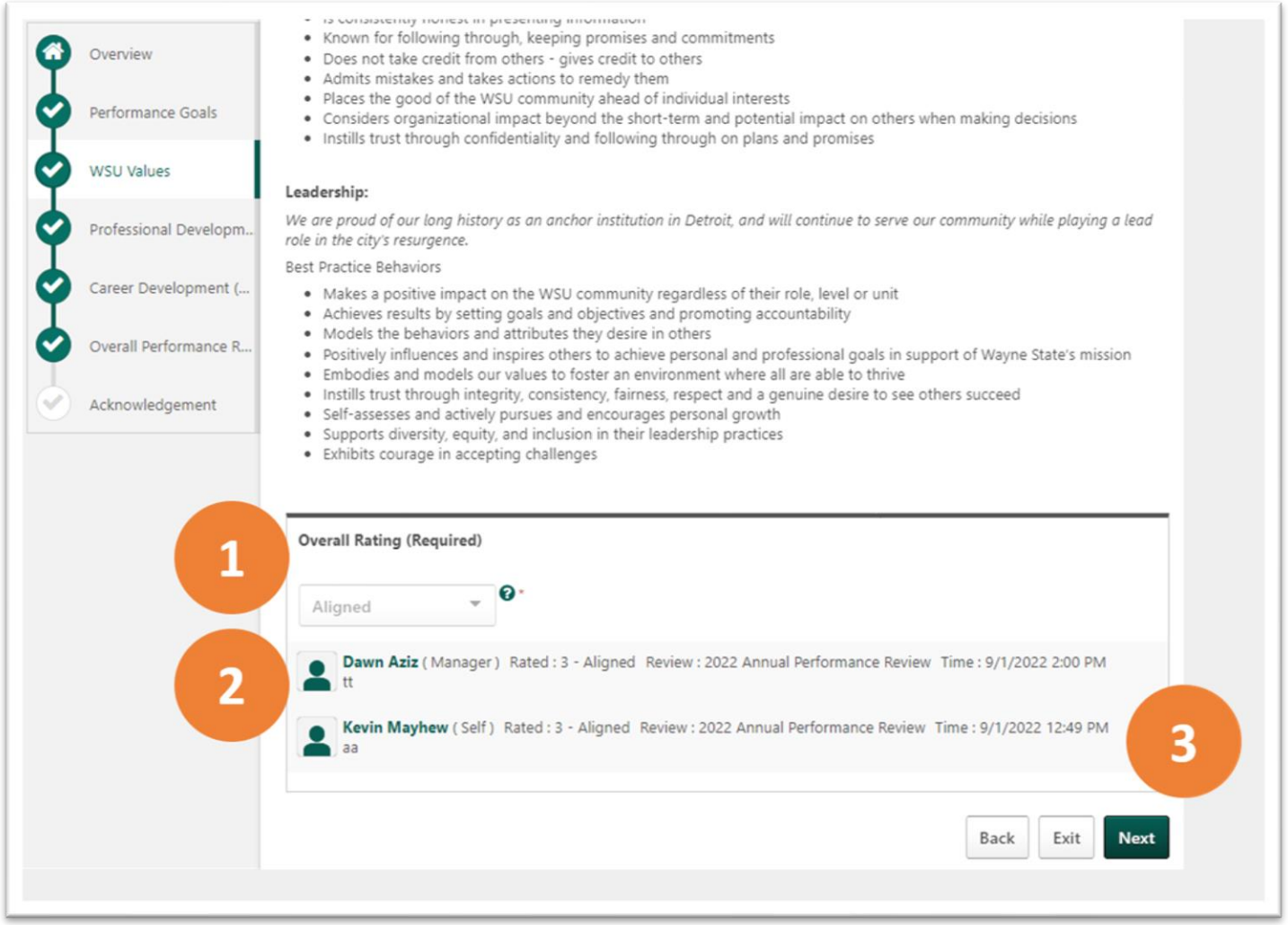


On the Performance Goals screen, for each approved goal you can view:

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



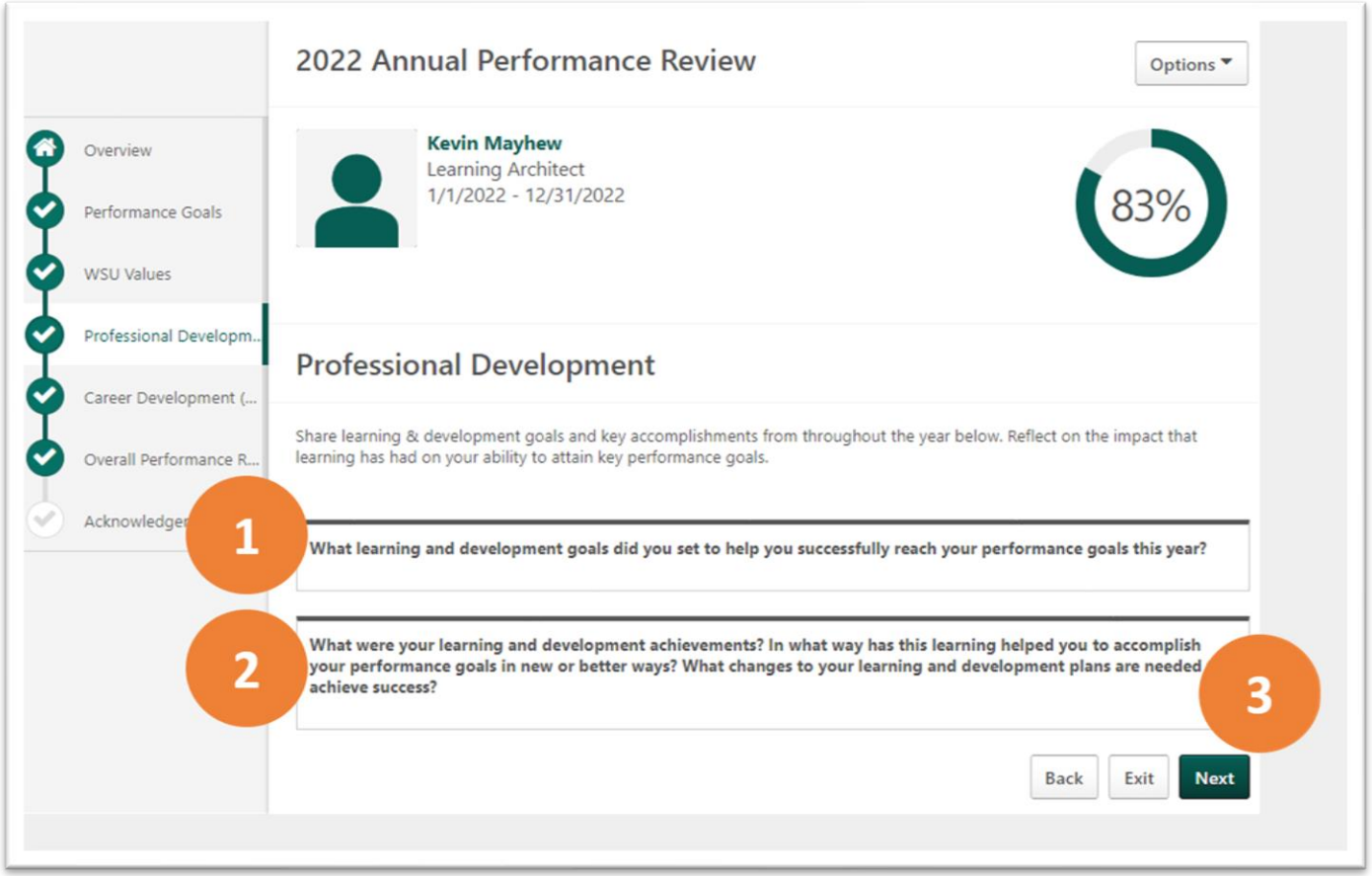
On the **WSU Values** screen, you can view:

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



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.

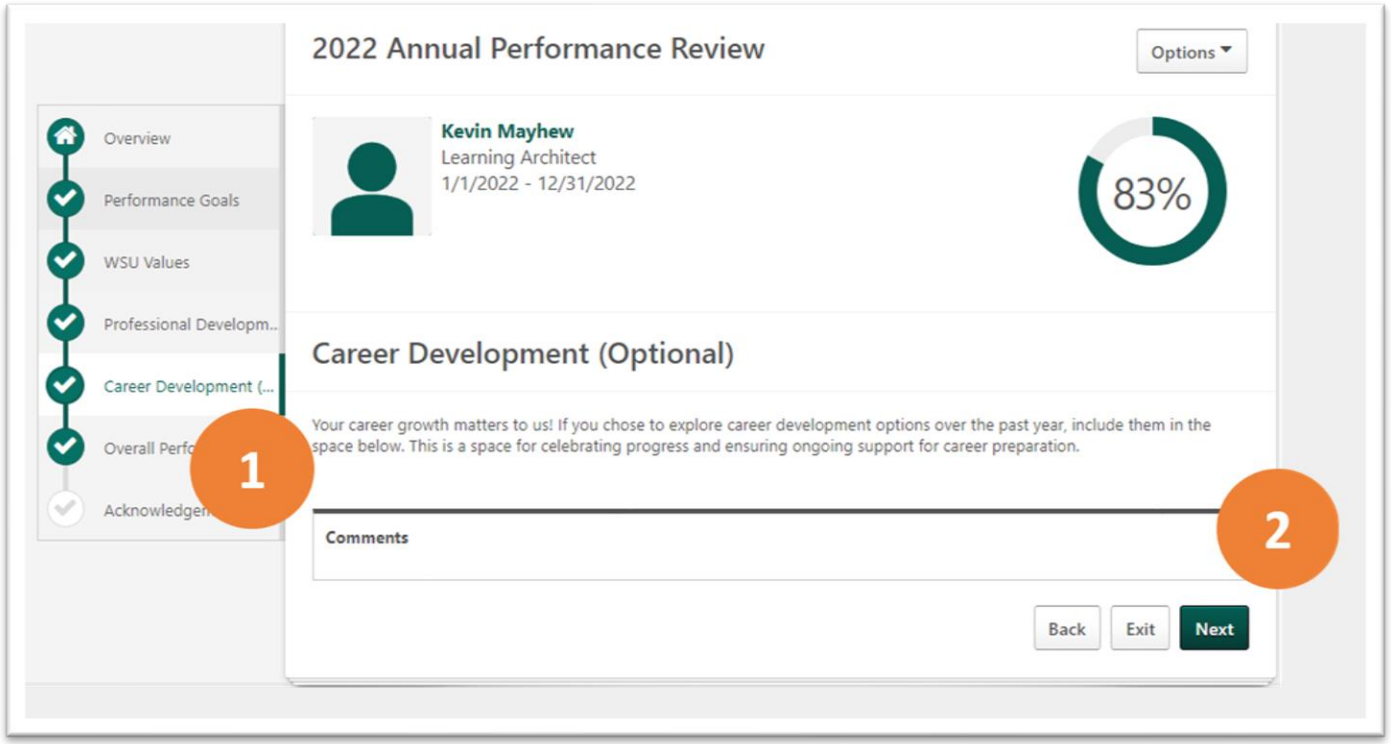
1. View your and your manager's comments on **learning goals,** if provided.

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



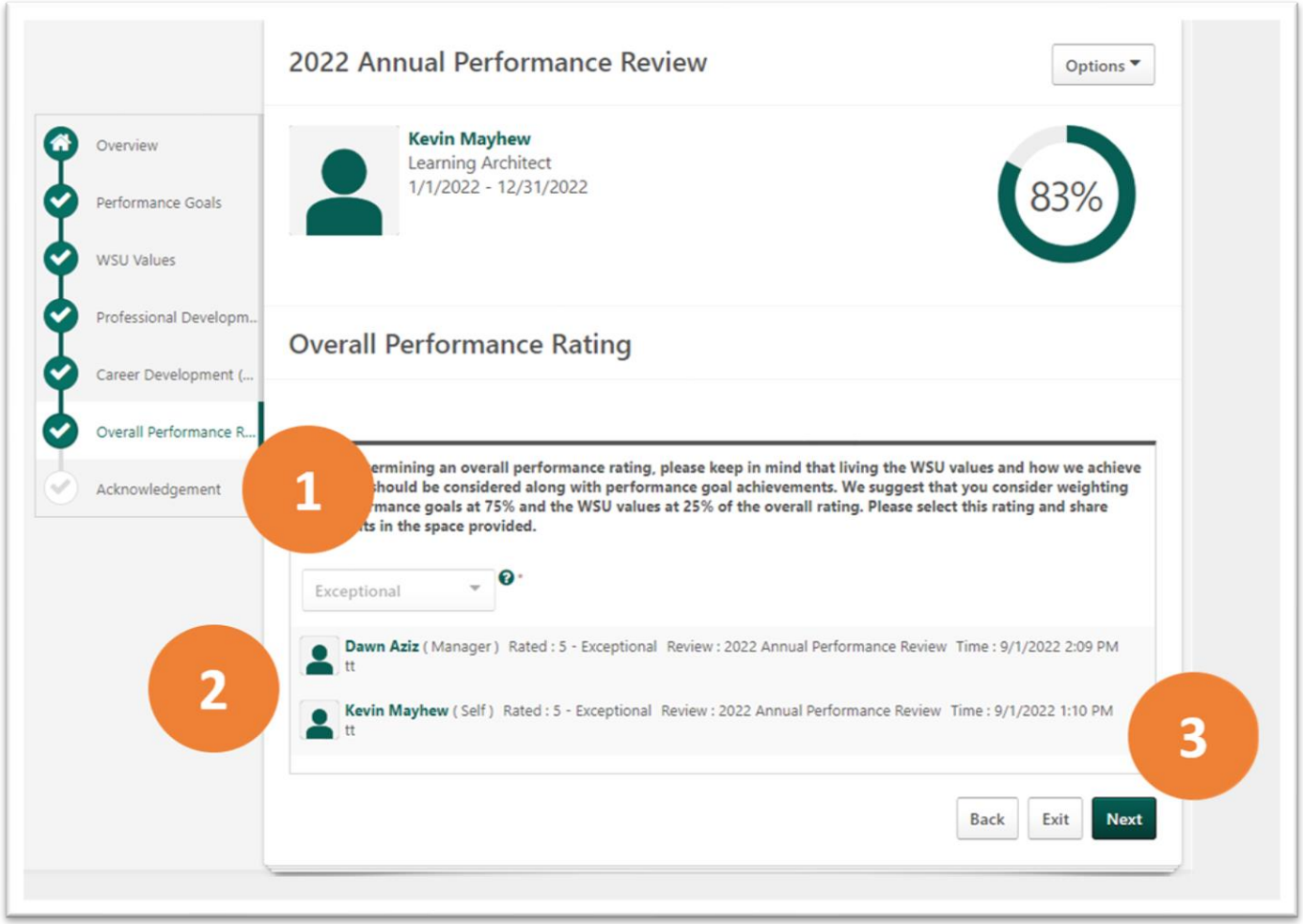
If you had career development goals in your Annual Performance Plan and added comments in the Annual Review, they would be viewable on this page along with your manager's comments, if provided. There was **no rating** for this section.

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

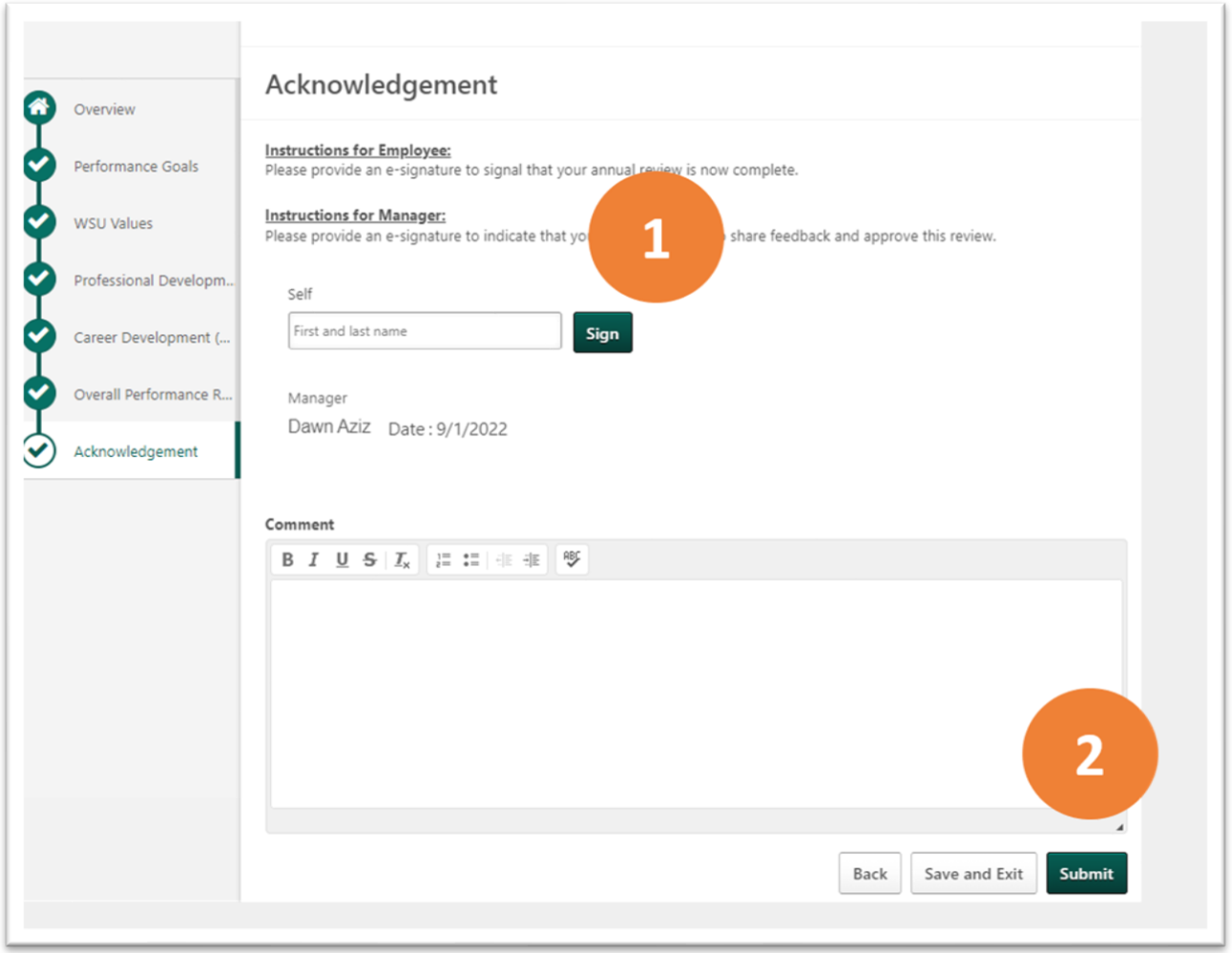


On the **Overall Performance Rating** screen, you can view:

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



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.

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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

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