





Annual Performance Planning:

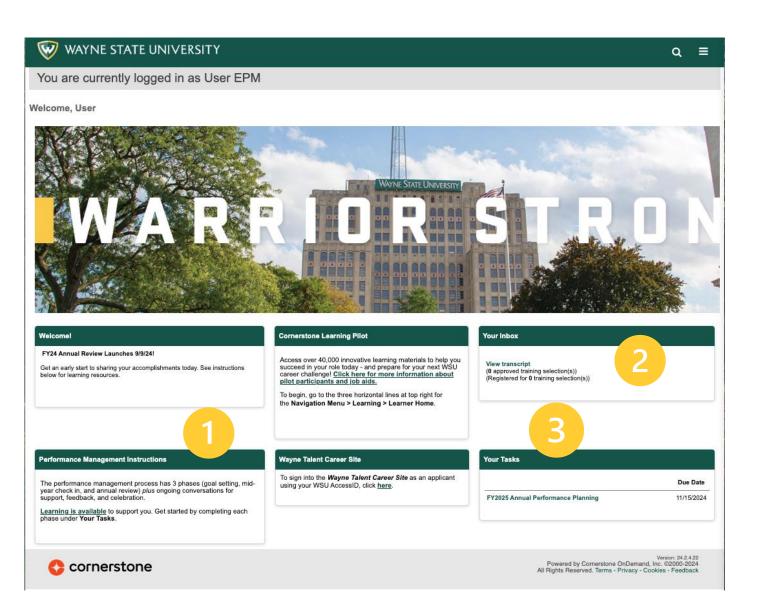
Staff Cornerstone User Manual

Instructions for navigating the Cornerstone system to complete the newly streamlined FY25 Annual Performance Plan

September 2024







This is the page you will see when you first log into Cornerstone Conversations.

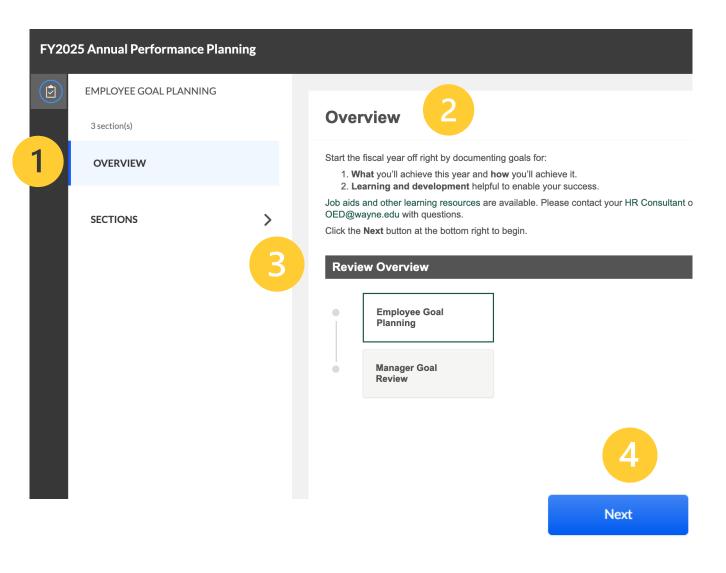
You will use your WSU Access ID and password to log in via <u>Academica > Employee Resources > Administrative Systems > Cornerstone Conversations.</u>

- The **instructions area** provides an overview of the new performance process and includes a link to <u>learning opportunities</u> and resources to help you throughout the year.
- 2. Your **Inbox** will reflect messages pertinent to performance management or learning.
- 3. The **Your Tasks area** links to the tasks that 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 **FY2025 Annual Performance Planning** link.





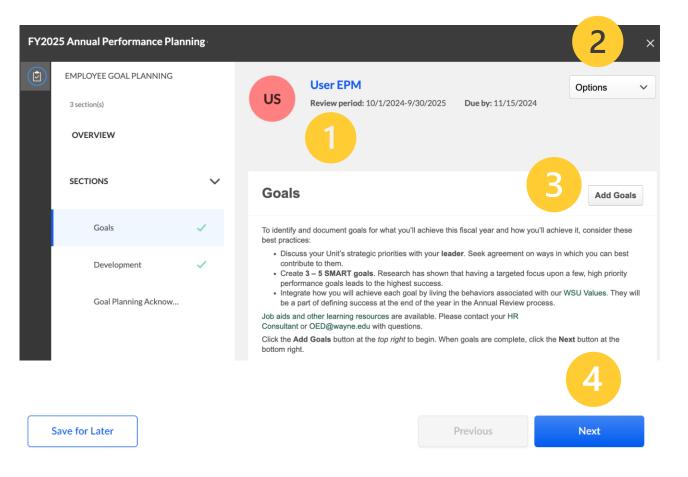


This is the first screen you will see when you click on FY2025 Annual Performance Planning from the Cornerstone Conversations home page.

- 1. The **left sidebar** helps you keep track of where you are in the Annual Performance Planning process.
 - The section you are currently in will be highlighted in blue.
 - Completed sections are marked with a green check.
- 2. The **Overview area** describes what needs to be considered before starting.
 - **Remember, there are <u>learning resources</u>** available to help you write terrific goals! Click on the *Plan for Success* accordion title.
- 3. The **Review Overview** indicates there are just two steps in this process: employee goal setting and manager input/approval.
- 4. Click **Next** to begin.





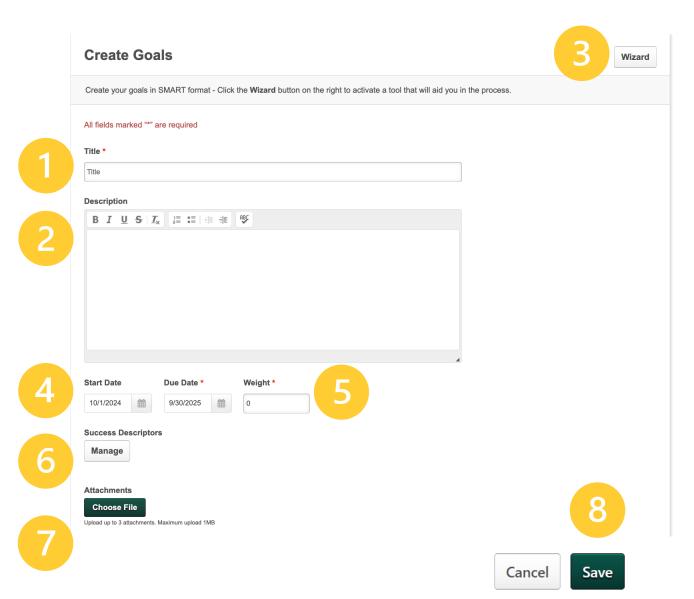


This year, we've consolidated Performance Goals and WSU Values into one section. Performance goals will now include what you seek to achieve as well as how you'll live our WSU values while achieving it.

- 1. A reminder of the performance management **review period** is listed as well as the **due date** to submit goals for approval.
- 2. The **Options** drop down is where you can:
 - Add attachments to support your goals.
 - Print your final document prior to submitting for approval.
 - View feedback (if available should you wish to request it from others in Cornerstone Conversations).
 - View Check Ins (aka Touch Points) a place to document one-on-one discussions, including to do's and follow up tasks.
- 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. Click **Next** to continue or **Save for Later** to save changes and exit. Your goals will *not* save unless one of these buttons are selected.







Once you click Add Goals, this screen will guide you through the process. Although you will likely include several goals in your plan (ideally no more than 3-5), 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 **text describing what you'll achieve & how you will live the WSU values** here. These could be milestones for activities needed to achieve goal and targets for delivering success. See hr.wayne.edu/performance/values for a list of WSU values and sample ChatGPT prompts to support you.

Example: Improve the user experience of the XYZ software to achieve a customer feedback score of "good or better" by increasing web accessibility functions by Q2 2025 to ensure compliance with WSU web accessibility guidelines and live our value of diversity & inclusion.

- 3. There is a **SMART Goal Wizard available** to help you double-check goal quality. We will cover this Wizard on the next page.
- 4. Indicate **a start and end date for your goal**. The fields are automatically populated with fiscal year dates but can be changed as needed. Goals must have dates that start after October 1 and end before September 30 of the current fiscal year to pre-populate the Mid-Year Check In and Annual Review.
- 5. In this field, you will indicate **a weight for your goal**, or the percentage it will count toward your overall performance.

Note: The sum of goal weights should add up to 100% total. These are helpful to prioritize your work when speaking with your manager.

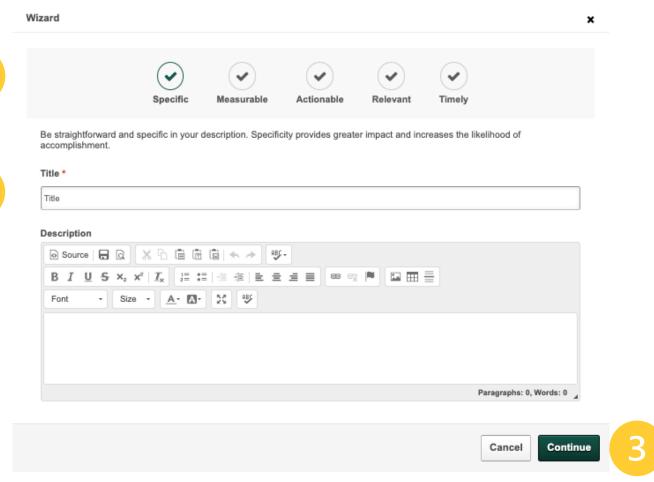
- **6. Success Descriptors**: Click here to view the end-of-year ratings and spark a discussion about goal success with your manager.
- 7. You can add up to three **attachments** to each goal here, if desired.
- 3. Click **Save** when you are done. **Note:** You can come back later and edit your goals before submitting them to your manager for review.





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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 goal.

- 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.
- 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 can edit your goal as needed directly on this screen.
- 3. When you click Continue, you will move to the next SMART element in the top bar and can see or edit goal text as appropriate.

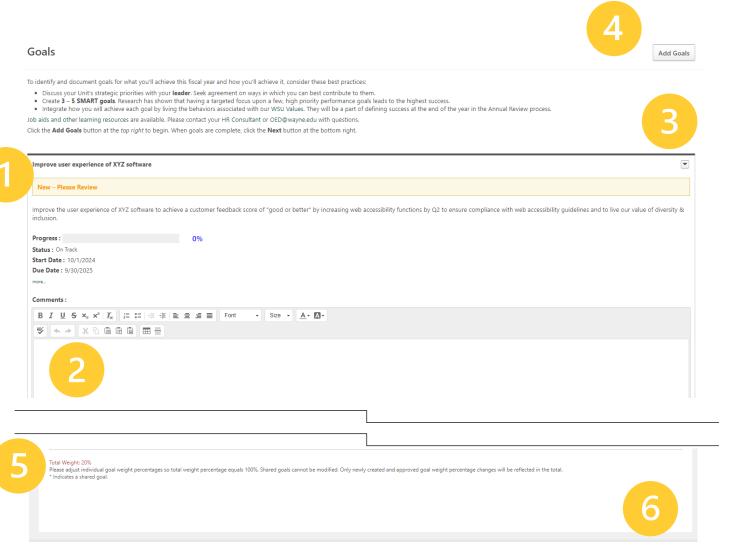
Once you have checked your goal against all the elements, you can **click Continue** to return to the Goal Input window and Save your goal.

On the next page, we will look at what happens after you have saved a goal.

Save for Later

Performance Goals Screen: Reviewing All Goals Created





This screen shows all performance goals you have created and saved, pending manager approval.

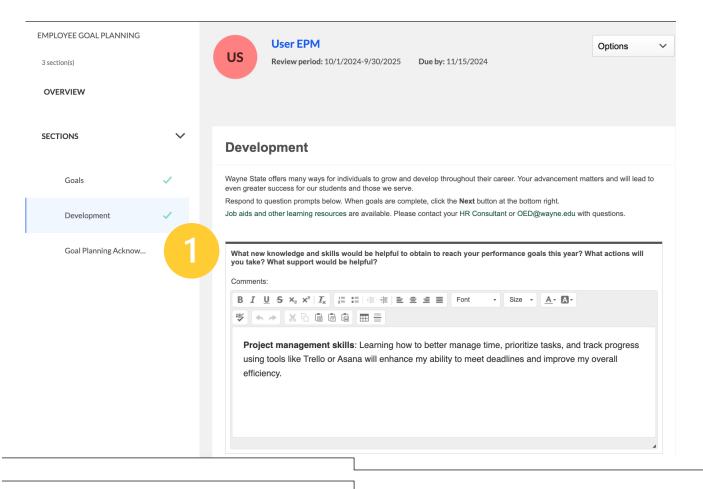
- 1. All **goals will be listed** here. The "New Please Review" ribbon indicates that the goal has not yet been approved.
- 2. You can **add a comment** about your goal if desired.
- This drop-down arrow provides the option to edit, delete, or view the history of your goal.
- Check the total weight of all 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 them.
- 6. Once you are done adding all performance goals, click **Next** or **Save for Later**.







This year, we've consolidated Professional and Career Development goal setting into this one Development page. A total of 3 questions are posed, starting with:

1. What new knowledge and skills would be helpful to obtain to reach your performance goals this year? What actions will you take? What support would be helpful?

Learning Topic Thought-Starters

- What topics could help you to more efficiently or effectively attain your goals?
- What changes are happening as you consider technology shifts and your work today? How could you learn more about this?
- What learning could help you to continuously refine your approach to work (e.g., communications, teamwork, influence, service, etc.)?

Learning & Development Delivery Options

- Formal learning options could include attending workshops offered in Academica's Training.Seminars.Workshops (TSW), WSU's Events Calendar, or Cornerstone Learning's Live Classes
- On-demand learning via <u>Cornerstone Learning</u> is available, such as their Al simulations, role-based learning curricula, certification prep, skill benchmarks with personalized learning recommendations, Leadercamp On Demand (recorded webinars), courses, books, videos and more!
- Informal learning may be helpful such as mentoring, cross training, job shadowing, committee participation/leadership, professional association participation/leadership, speaking, publishing, etc.
- 2. Click **Save For Later** if needed to save changes prior to completing next development question/s.





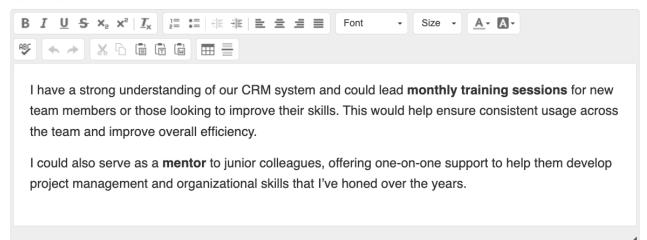




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How could you share your unique strengths with others, such as teaching, mentoring, cross-training, documenting/improving processes, publishing/speaking at a conference, etc.?

Comments:



- The next development question enables you to consider ways you could support others' learning.
- 2. Click **Save For Later** if needed to save changes prior to completing the next *optional* development question.



Previous

Next

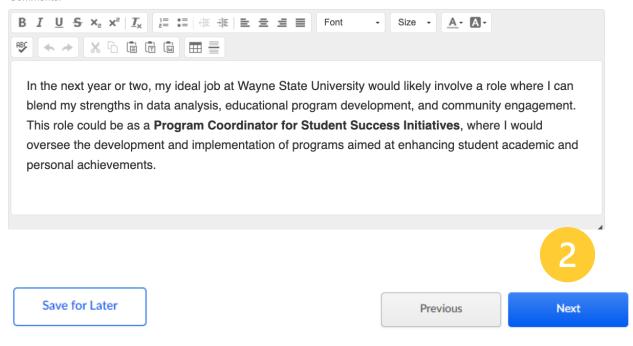




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(Optional) What might your ideal job at WSU look like in the next year or two that you would like to grow into? How does it relate to your strengths and work that you've done already that you're energized by? What support would be helpful to learn more about it and/or to prepare for it?

Comments:



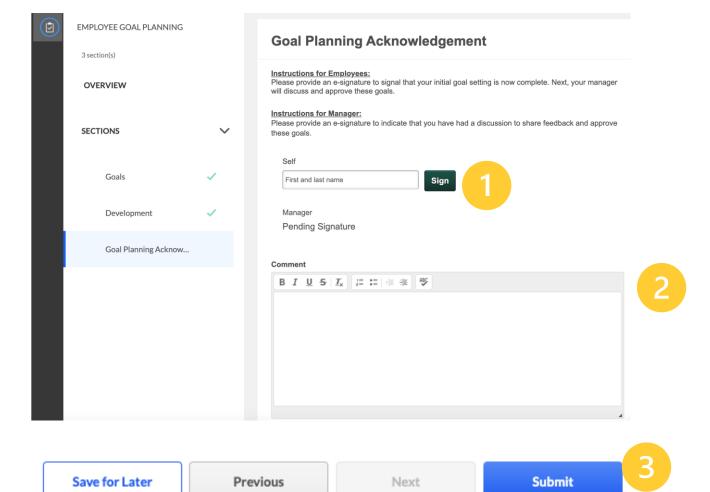
 The final development question enables you to spark a career development conversation with your manager, if desired.

As you consider opportunities for continued WSU career growth, reflect on:

- What does your long-term career vision look like?
- What professional aspirations do you have?
 Is there a space in which you would excel, and you would like more exposure to?
- What job skills would you like to grow into? How do they relate to your strengths and the work you are energized by?
- What does your long-term career vision look like?
- 2. Once you are done, **click Next** to move to the final section.







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

- To "sign" your annual performance plan, enter your name here.
- Use this space to share any comments with your supervisor, if desired.
- 3. Once you are satisfied with your content and have double checked the total weight of your performance goals is 100%, you click Submit.

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

Notes:

- You may find it helpful to click on Options on this page to Print Review (or save as a PDF).
- 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.
- To access your submitted Annual Performance Plan, click on the three horizontal lines at the top right of your Cornerstone Conversations Home Page > Home > Scheduled Tasks. Check the box for 'completed and expired' tasks and click on FY2025 Annual Performance Plan. It will automatically download as a PDF.