



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 [Academica > Employee Resources > Administrative Systems > Cornerstone Conversations.](#)

1. The **instructions area** provides an overview of the new performance process and includes a link to [learning opportunities](#) 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.



The screenshot shows the 'FY2025 Annual Performance Planning' interface. On the left is a dark sidebar with a checklist icon (1) and a list of sections: 'EMPLOYEE GOAL PLANNING' (3 section(s)), 'OVERVIEW' (highlighted in blue), and 'SECTIONS' with a right-pointing arrow (3). The main content area is titled 'Overview' (2) and contains instructions to start the fiscal year by documenting goals, including a numbered list: 1. What you'll achieve this year and how you'll achieve it. 2. Learning and development helpful to enable your success. Below this is a link for job aids and learning resources, and a 'Next' button. At the bottom right is a blue 'Next' button (4). A 'Review Overview' section shows a progress indicator with two steps: 'Employee Goal Planning' (active) and 'Manager Goal Review' (greyed out).

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 [learning resources](#)** 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.



# Annual Performance Planning: Performance Goals Screen: Getting Started

FY2025 Annual Performance Planning

EMPLOYEE GOAL PLANNING

3 section(s)

OVERVIEW

SECTIONS

- Goals ✓
- Development ✓
- Goal Planning Acknow...

User EPM

Review period: 10/1/2024-9/30/2025 Due by: 11/15/2024

Options

Goals

To identify and document goals for what you'll achieve this fiscal year and how you'll achieve it, consider these best practices:

- Discuss your Unit's strategic priorities with your **leader**. Seek agreement on ways in which you can best contribute to them.
- Create **3 – 5 SMART goals**. Research has shown that having a targeted focus upon a few, high priority performance goals leads to the highest success.
- Integrate how you will achieve each goal by living the behaviors associated with our **WSU Values**. They will be a part of defining success at the end of the year in the Annual Review process.

Job aids and other learning resources are available. Please contact your HR Consultant or [OED@wayne.edu](mailto:OED@wayne.edu) with questions.

Click the **Add Goals** button at the *top right* to begin. When goals are complete, click the **Next** button at the bottom right.

Save for Later

Previous Next

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.
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. 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.









# Annual Performance Planning: Development Screen: Getting Started

EMPLOYEE GOAL PLANNING

3 section(s)

OVERVIEW

SECTIONS

- Goals ✓
- Development ✓
- Goal Planning Acknow...

**1**

**User EPM** Options

Review period: 10/1/2024-9/30/2025 Due by: 11/15/2024

### Development

Wayne State offers many ways for individuals to grow and develop throughout their career. Your advancement matters and will lead to even greater success for our students and those we serve.

Respond to question prompts below. When goals are complete, click the **Next** button at the bottom right.

Job aids and other learning resources are available. Please contact your HR Consultant or OED@wayne.edu with questions.

**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?**

Comments:

**Project management skills:** Learning how to better manage time, prioritize tasks, and track progress using tools like Trello or Asana will enhance my ability to meet deadlines and improve my overall efficiency.

**2**

Save for Later

Previous Next

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 Academics's Training, Seminars, Workshops (TSW), WSU's Events Calendar, or Cornerstone Learning's Live Classes
- On-demand learning via [Cornerstone Learning](#) is available, such as their AI simulations, role-based learning curricula, certification prep, 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.





1

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:

I have a strong understanding of our CRM system and could lead **monthly training sessions** for new team members or those looking to improve their skills. This would help ensure consistent usage across the team and improve overall efficiency.

I could also serve as a **mentor** to junior colleagues, offering one-on-one support to help them develop project management and organizational skills that I've honed over the years.

1. 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.

2

Save for Later

Previous

Next



1

(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 screenshot shows a rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, and font size. Below the toolbar is a text area containing the following text:

In the next year or two, my ideal job at Wayne State University would likely involve a role where I can blend my strengths in data analysis, educational program development, and community engagement. This role could be as a **Program Coordinator for Student Success Initiatives**, where I would oversee the development and implementation of programs aimed at enhancing student academic and personal achievements.

2

Save for Later

Previous

Next

1. 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.



# Annual Performance Planning: Goal Planning Acknowledgement

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

1. To “sign” your annual performance plan, **enter your name here.**
2. 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.