Cornerstone Performance – Goals Task - Employee

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Cornerstone Performance – Goals Overview:

1. Use this job aid to learn how to:
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    - ○ Review or Edit Goals After Submitting

2. If you have any questions, please contact ihr-hrais@illinois.edu.
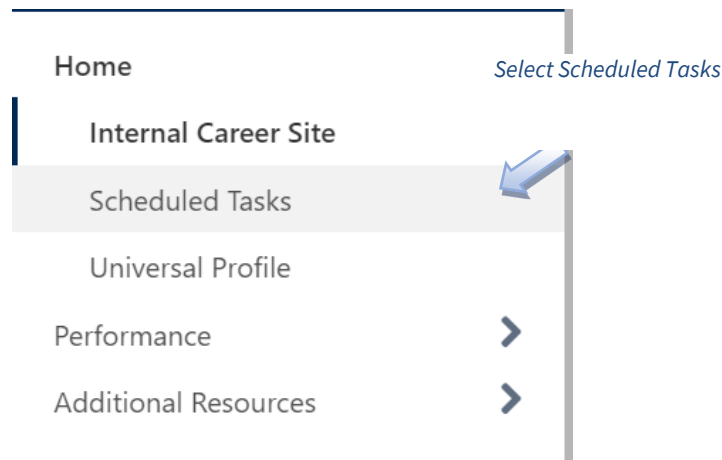
How to Access Cornerstone:

1. Open an internet browser and go to https://go.illinois.edu/cornerstone/
2. Log in to Cornerstone using your net ID and password.

Access the Scheduled Task List:

1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Home, Scheduled Tasks
   a. Select the menu:
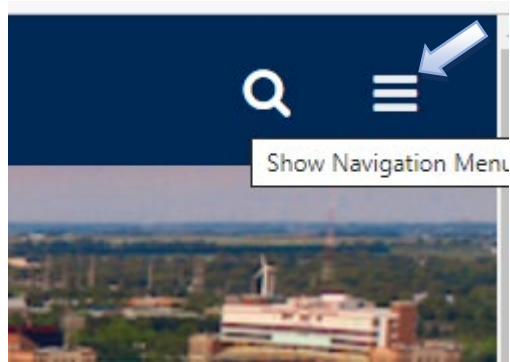
   b. Select Home, Scheduled Tasks:

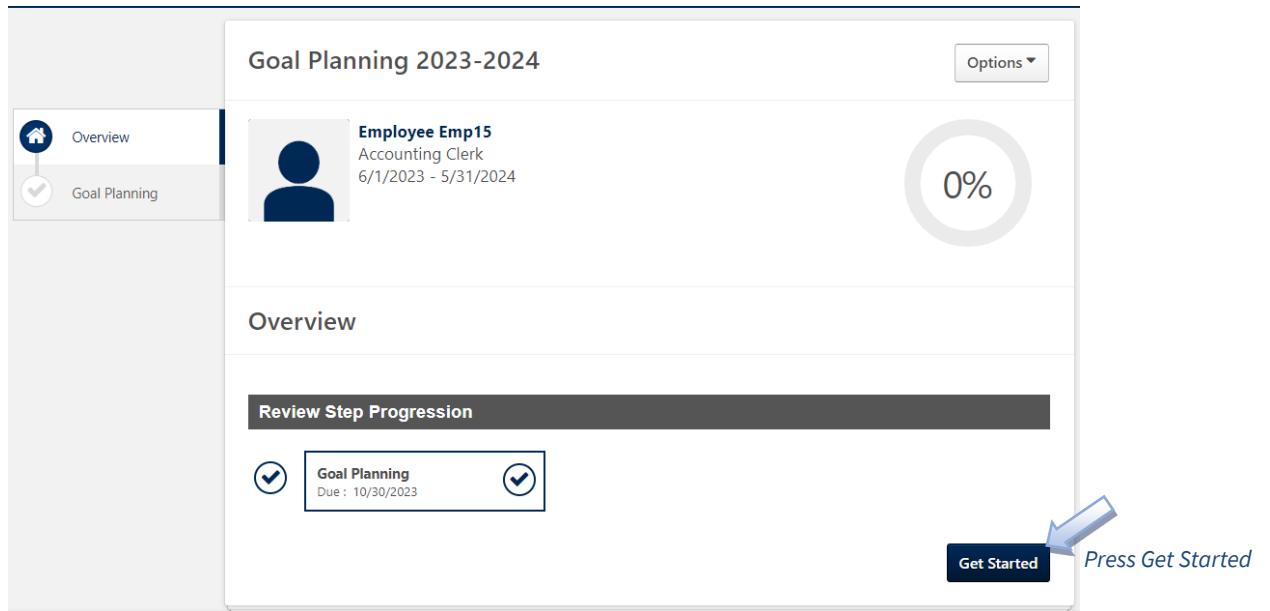   c. On the Scheduled Tasks page, choose the Goal Planning task that has been assigned.:

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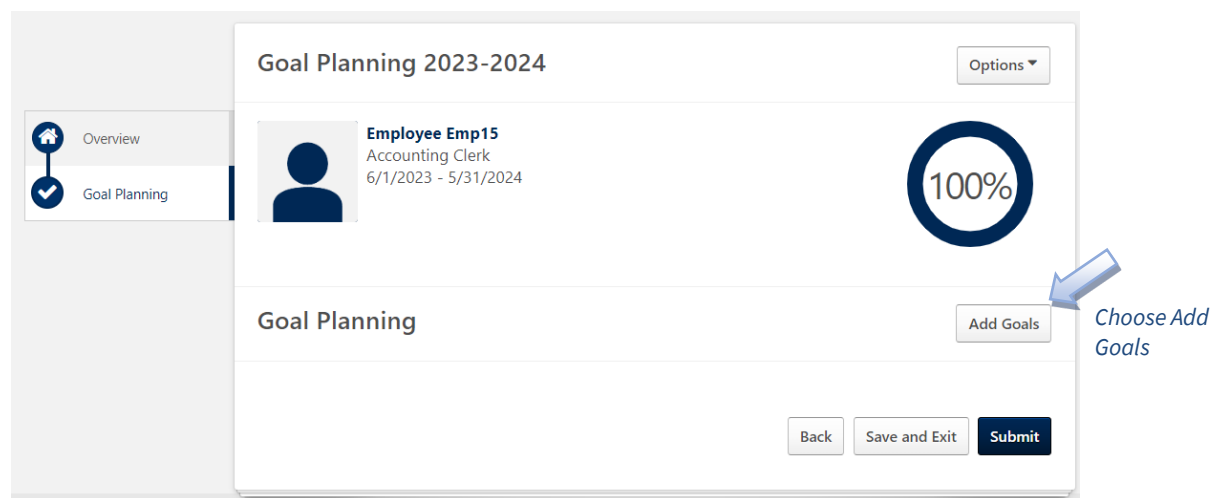
Create Goals:

1. To create your goals, first choose Get Started.

Press Get Started

2. To add your first goal, choose Add Goals.

Choose Add Goals

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3. To create a goal:

      a. Enter the title of your goal.
      b. Enter a description for your goal.
      c. Enter the start date and due date.
      d. Attach documents if applicable.
      e. Press the save button (press cancel to return to the previous screen without saving).

Create Goals

Enter details.

All fields marked "*" are required

Title *

A. Enter title

[Title]

Description

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B. Enter Description

Start Date   **Due Date ***

C. Enter Dates

6/1/2023 📅   5/31/2024 📅

Attachments *D. Attach File (if needed)*

Choose File

Upload up to 3 attachments. Maximum upload 1MB

E. Press Save

Cancel **Save**

4. You will see your goal on the Goal Planning page. Since there is no minimum number of goals to add, it will show as 100% complete. However, you may add as many goals as you wish by pressing Add Goals. You also can add comments to each goal.

Although this shows 100%, you may add additional goals

Add comments to your goal if desired
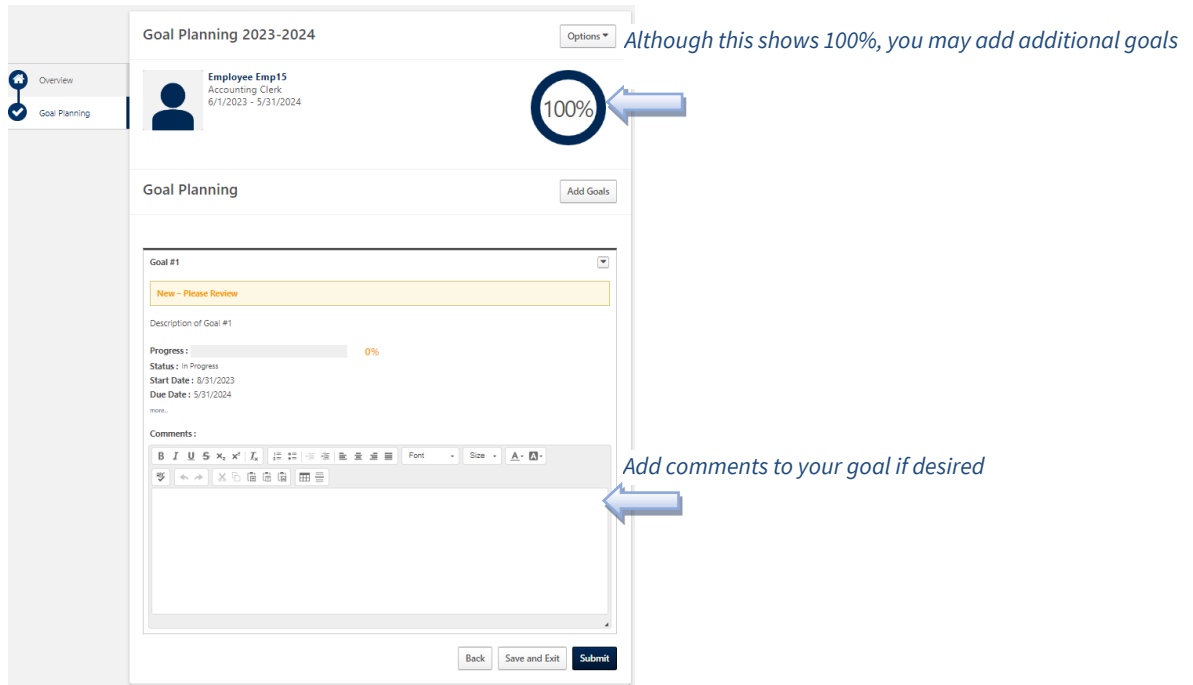
Modify Goals:

1. To modify a goal that you added or one that exists, choose the drop-down arrow to the right of the goal title, and select Edit.
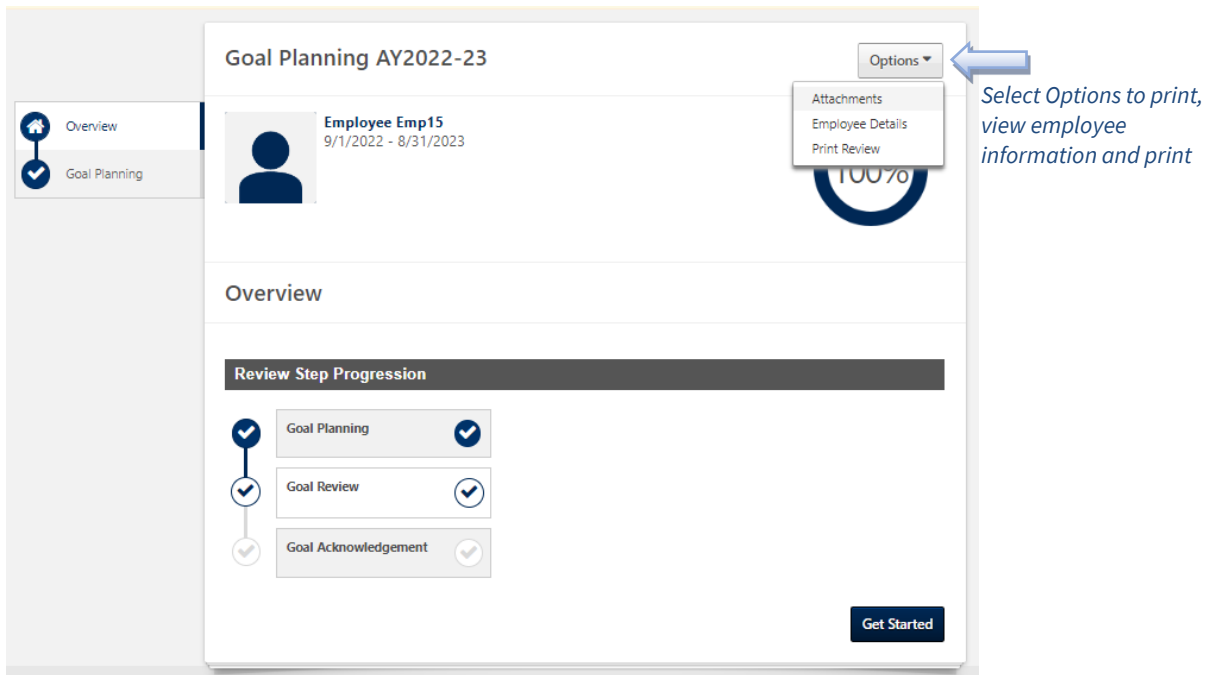

Select Edit

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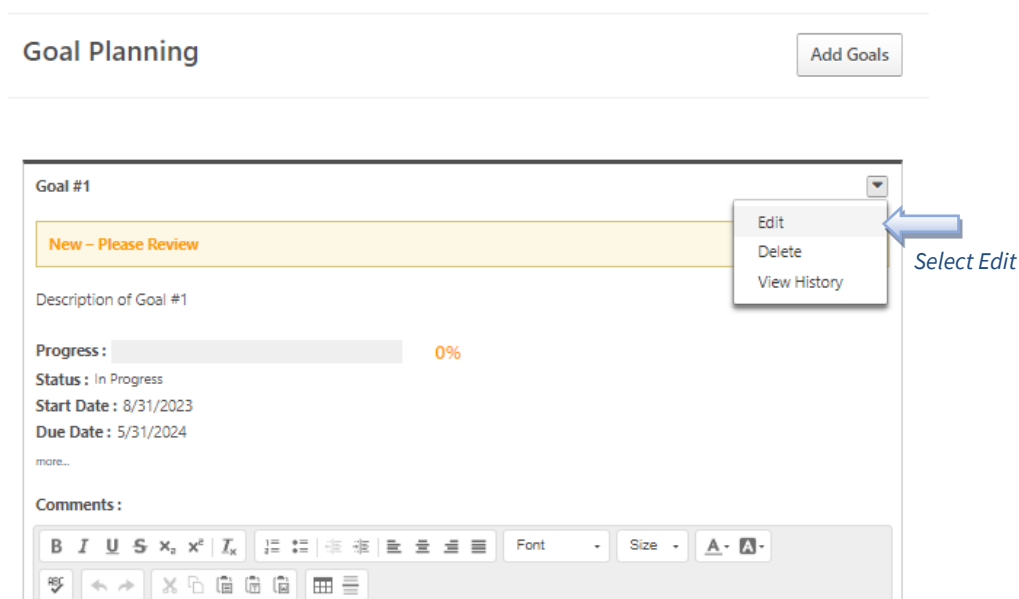
2. Revise the goal as needed. Press Save when finished. The Options pull-down menu will allow you to view the history of the goal.

Edit Goals   Options ▾

Choose Options to view history

Enter details.

All fields marked "*" are required

Title *

Goal #1

Description

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Description of Goal #1

Revise as needed

Start Date   **Due Date** *

8/31/2023 🗓   5/31/2024 🗓

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Comments

Add Comment

Cancel   Save

Press Save when finished

Submit Goals:

1. Before submitting your goals, you have the following options:
    a. Attachments – Add or view attachments.
    b. Employee Details – List employee information about you included in Cornerstone.
    c. Print Review – Create a PDF document with your goals.

Select Options to print, view employee information and print

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2. Once you have completed your goals, press the Submit button. If you want to save and modify again later, choose Save and Exit.

Press Submit if you are finished. Press Save and Exit to save changes and modify later.

3. Once submitted, you and your supervisor will receive an email that the task has been completed. You may resubmit your goals as many times as you wish until the task is closed.

Review or Edit Goals After Submitting:

1. To view or modify goals for a task that has already been submitted before the task close date, return to the Scheduled Tasks page, and click on the box beside Show completed and expired tasks. Click on the title to access the goals submitted.

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2. To review or edit your goals, press Get Started.

Goal Planning 2023-2024
Options ▼

Employee One
Account Technician I
6/1/2023 - 5/31/2024

100%

Changes need to be submitted to be finalized

Overview

Review Step Progression

✓ **Goal Planning**
Due : 10/30/2023 ✓

Press Get Started

Get Started

3. You can review and edit your goals and comments, press the Submit button to save your changes, and return to the Scheduled Tasks page.

4. You and your supervisor will receive an email each time the goals form is submitted.

Last Modified: November 3, 2023
For more information, contact ihr-hrais@illinois.edu

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