



Goal Creation

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Cornerstone Performance – Goals Overview:

1. Use this job aid to learn how to:
 - o Access the Scheduled Tasks List
 - o Create Goals
 - o Modify Goals
 - o Submit Goals
 - o Review or Edit Goals After Submitting
2. If you have any questions, please contact ihr-hrais@illinois.edu.

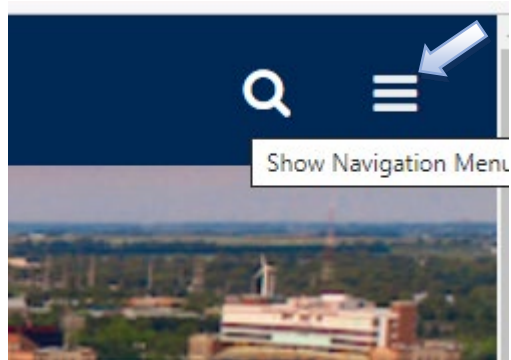
How to Access Cornerstone:

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

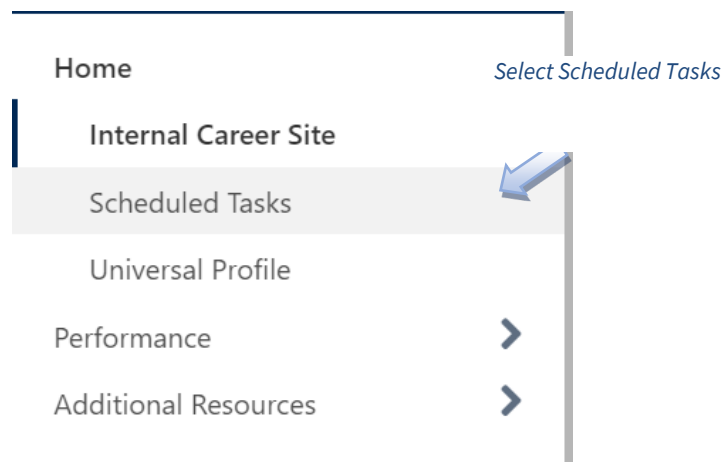
Access the Scheduled Task List:

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.:

Scheduled Tasks

Title: Type:

Show completed and expired tasks

Title	Description	Status	Start Date	Due Date
Complete AY2022-23 Goal Planning	Goal Planning for Academic Year 2022-23 - UAT	Incomplete	10/27/2022	11/1/2022

(1 Result)

Create Goals:

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

The screenshot shows the 'Goal Planning 2023-2024' interface for Employee Emp15, an Accounting Clerk with a period from 6/1/2023 to 5/31/2024. The progress bar indicates 0% completion. A 'Get Started' button is highlighted with a blue arrow and the text 'Press Get Started'.

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

The screenshot shows the 'Goal Planning 2023-2024' interface for Employee Emp15, an Accounting Clerk with a period from 6/1/2023 to 5/31/2024. The progress bar indicates 100% completion. An 'Add Goals' button is highlighted with a blue arrow and the text 'Choose Add Goals'.

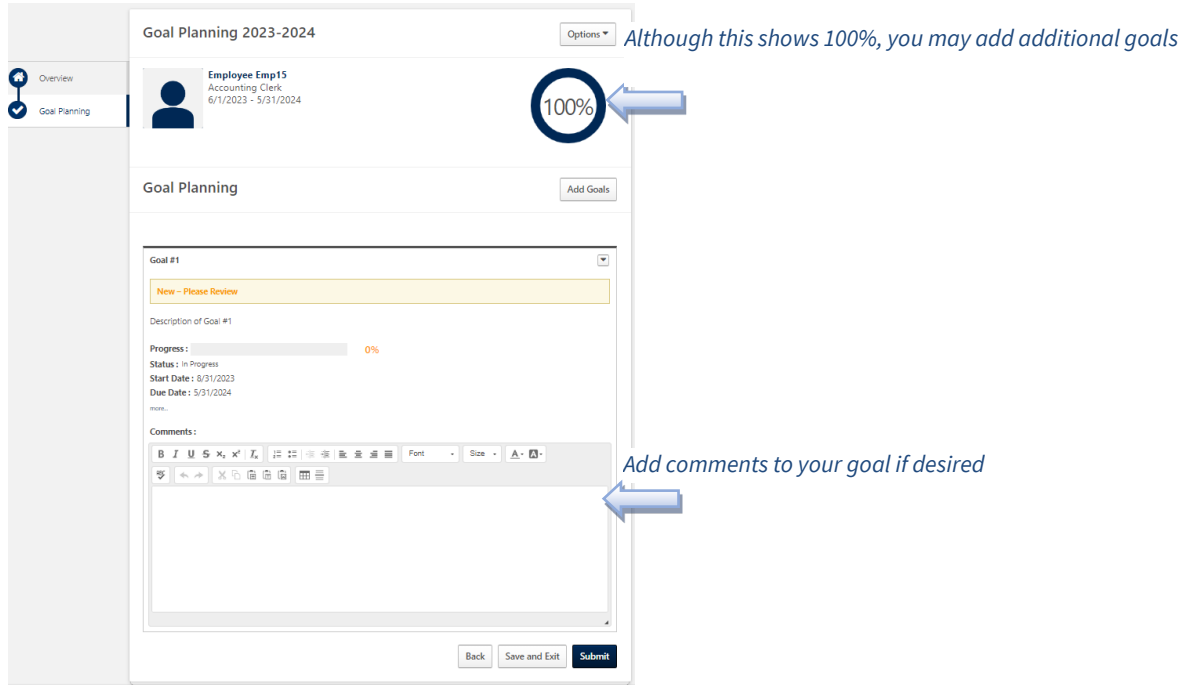
3. To create a goal:

- 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).

The screenshot shows a web form titled "Create Goals" with a sub-header "Enter details." Below this, a red note states "All fields marked "*" are required". The form contains several sections:

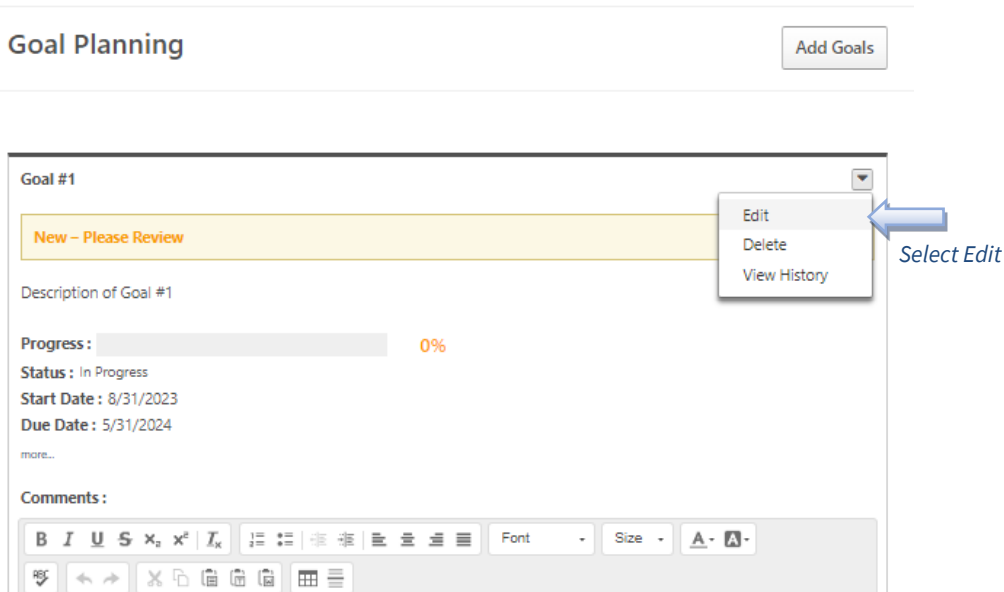
- Title ***: A text input field with the placeholder "Title". An annotation "A. Enter title" with a blue arrow points to this field.
- Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent. An annotation "B. Enter Description" with a blue arrow points to the text area.
- Start Date** and **Due Date ***: Two date pickers. The first shows "6/1/2023" and the second shows "5/31/2024". An annotation "C. Enter Dates" with a blue arrow points to the date pickers.
- Attachments**: A section with a "Choose File" button. An annotation "D. Attach File (if needed)" with a blue arrow points to the button. Below the button, it says "Upload up to 3 attachments. Maximum upload 1MB".
- Buttons**: At the bottom right, there are "Cancel" and "Save" buttons. An annotation "E. Press Save" with a blue arrow points to the "Save" button.

- 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.



Modify Goals:

- 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.

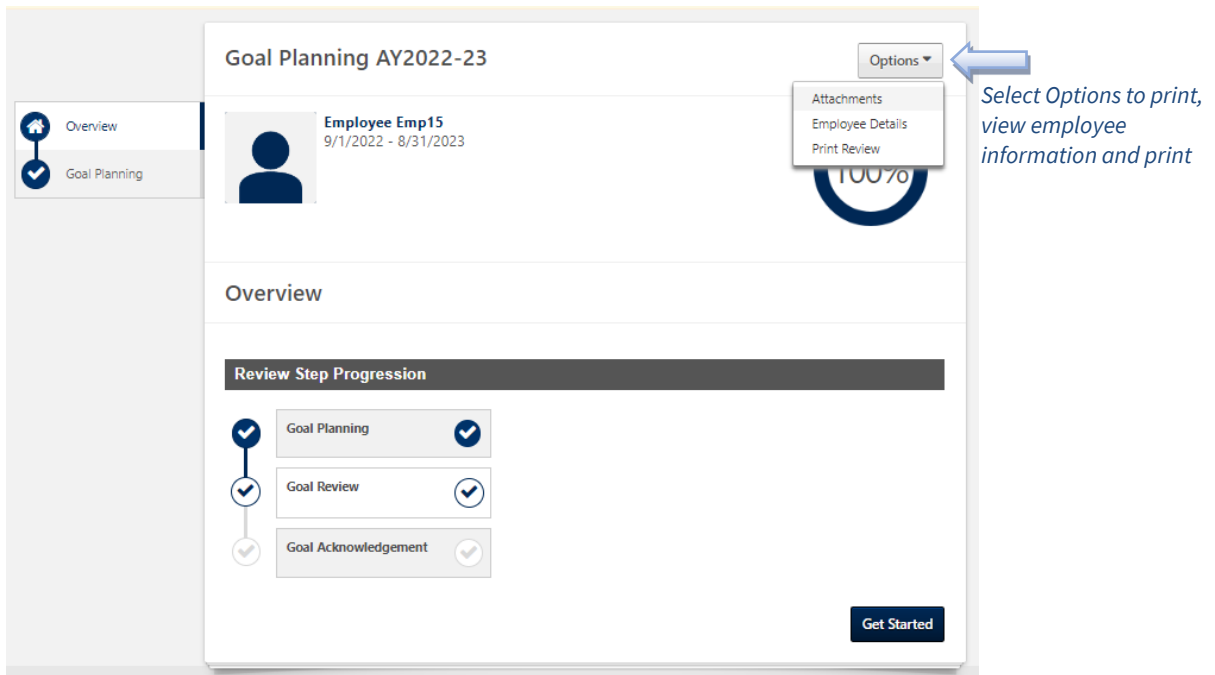


2. Revise the goal as needed. Press Save when finished. The Options pull-down menu will allow you to view the history of the goal.

The screenshot shows the 'Edit Goals' interface. At the top right, there is an 'Options' pull-down menu with a blue arrow pointing to it and the text 'Choose Options to view history'. Below this is a text area for 'Enter details.' and a red note: 'All fields marked "*" are required'. The 'Title' field is labeled 'Title *' and contains the text 'Goal #1'. The 'Description' field is a rich text editor with a toolbar (B, I, U, S, T, L, H, H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16, H17, H18, H19, H20, H21, H22, H23, H24, H25, H26, H27, H28, H29, H30, H31, H32, H33, H34, H35, H36, H37, H38, H39, H40, H41, H42, H43, H44, H45, H46, H47, H48, H49, H50, H51, H52, H53, H54, H55, H56, H57, H58, H59, H60, H61, H62, H63, H64, H65, H66, H67, H68, H69, H70, H71, H72, H73, H74, H75, H76, H77, H78, H79, H80, H81, H82, H83, H84, H85, H86, H87, H88, H89, H90, H91, H92, H93, H94, H95, H96, H97, H98, H99, H100) and contains the text 'Description of Goal #1'. A blue arrow points to the description field with the text 'Revise as needed'. Below the description are 'Start Date' (8/31/2023) and 'Due Date *' (5/31/2024) fields. The 'Attachments' section has a 'Choose File' button and the text 'Upload up to 3 attachments. Maximum upload 1MB'. The 'Comments' section has an 'Add Comment' button. At the bottom right, there are 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button with the text '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.



The screenshot displays the 'Goal Planning AY2022-23' interface. On the left, a navigation menu shows 'Overview' and 'Goal Planning'. The main content area features a header for 'Employee Emp15' with the dates '9/1/2022 - 8/31/2023' and a '100%' progress indicator. Below this is an 'Overview' section with a 'Review Step Progression' bar. The progression bar shows three steps: 'Goal Planning' (completed), 'Goal Review' (completed), and 'Goal Acknowledgement' (pending). A 'Get Started' button is located at the bottom right. An 'Options' dropdown menu is open, showing 'Attachments', 'Employee Details', and 'Print Review'. A blue arrow points to the 'Options' dropdown with the text 'Select Options to print, view employee information and print'.

- 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.

- 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:

- 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.

Scheduled Tasks

Select Checkbox Show completed and expired tasks Type: All Types Search

Title	Description	Status
Complete AY2022-23 Goal Planning	Goal Planning for Academic Year 2022-23 - UAT	In Progress

Select Task

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

The screenshot displays the 'Goal Planning 2023-2024' interface. On the left, a navigation sidebar includes 'Overview' and 'Goal Planning'. The main content area features a header with the title and an 'Options' dropdown. Below this is a profile card for 'Employee One', an 'Account Technician I' with a period from 6/1/2023 to 5/31/2024, and a circular progress indicator showing 100%. A yellow warning banner states 'Changes need to be submitted to be finalized'. Under the 'Overview' section, a 'Review Step Progression' bar is shown, with a 'Goal Planning' step (due 10/30/2023) marked as complete. A 'Get Started' button is located at the bottom right, with a blue arrow pointing to it and the text 'Press Get Started' above it.

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.

Overview

Goal Planning

Employee Emp15
Accounting Clerk
6/1/2023 - 5/31/2024

100%

Changes need to be submitted to be finalized

Goal Planning Add Goals

Goal #1

New - Please Review

Description of Goal #1

Progress: 0%

Status: In Progress

Start Date: 8/31/2023

Due Date: 5/31/2024

more...

Comments:

Back Save as Draft and Exit **Submit**

Press Edit to modify a goal

Press Submit when finished

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