



# Cornerstone Performance – Goals – Employee View

Cornerstone Performance – Goals – Employee View:

- Use this job aid to learn how to:
  - Access the Goals Menu
  - Create and Maintain Goals
- If you have any questions, please contact [ihr-hrais@illinois.edu](mailto:ihr-hrais@illinois.edu).

How to Access the Cornerstone System:

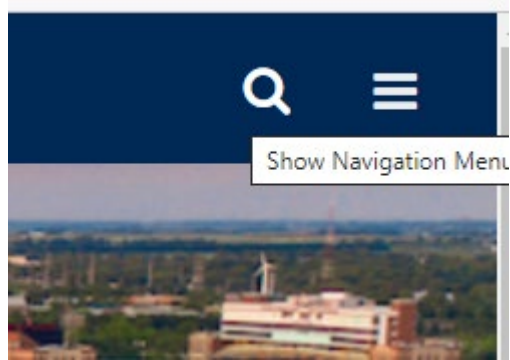
Use either of these options to access Cornerstone.

|  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. Open internet browser and go to: <a href="http://apps.uillinois.edu">apps.uillinois.edu</a></li><li>2. Select <a href="#">Cornerstone - Urbana</a> (found on the Human Resources card)</li><li>3. Log in to Cornerstone using your net ID and password.</li></ol> | <ol style="list-style-type: none"><li>1. Open internet browser and go to: <a href="http://jobs.illinois.edu">jobs.illinois.edu</a></li><li>2. Select <a href="#">Current Employees</a></li><li>3. Log in to Cornerstone using your net ID and password.</li></ol> |
|--|---|

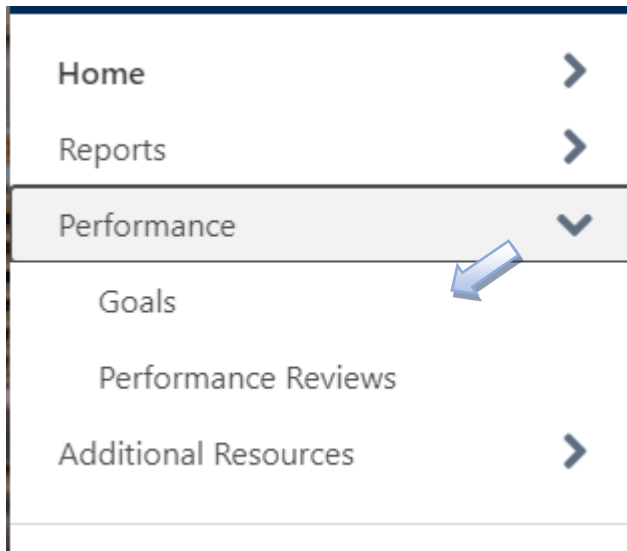
## Access Goals:

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

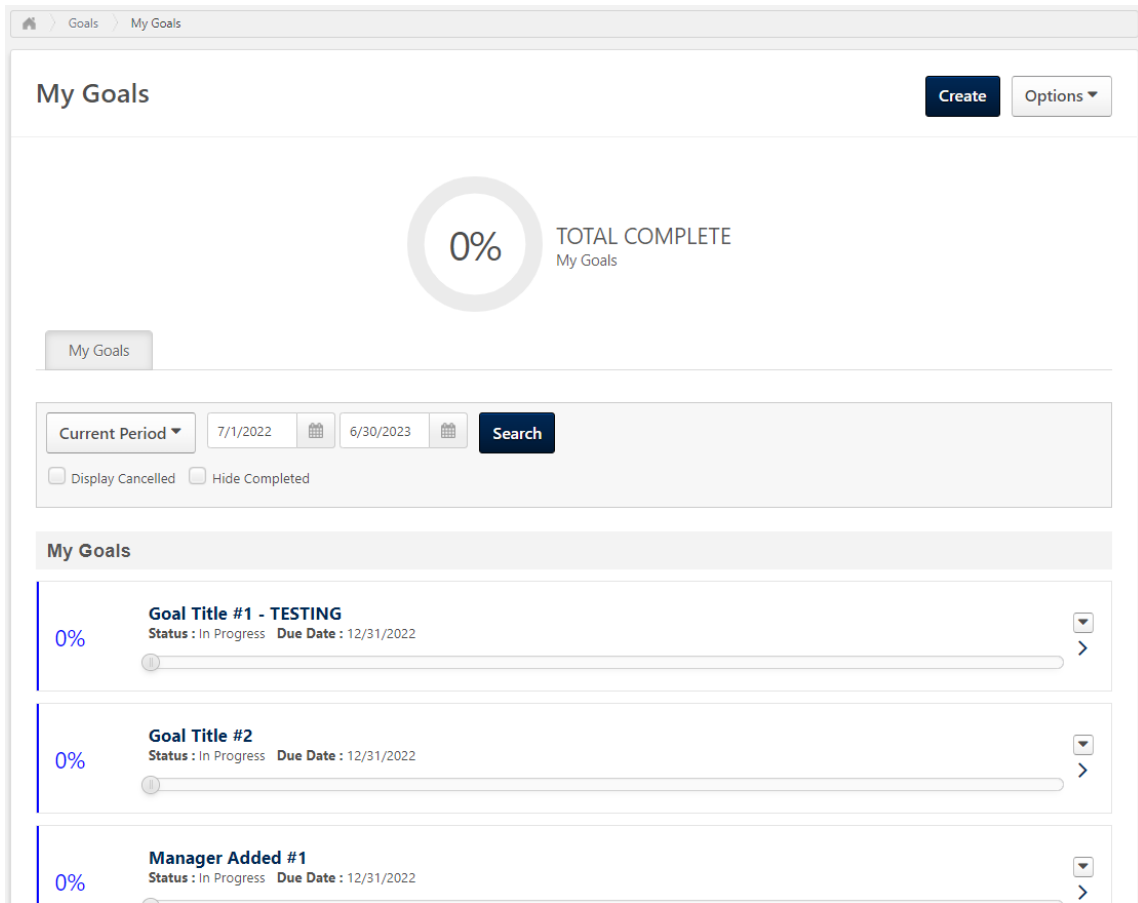
- a. Select the menu:



- b. Click on "Goals"

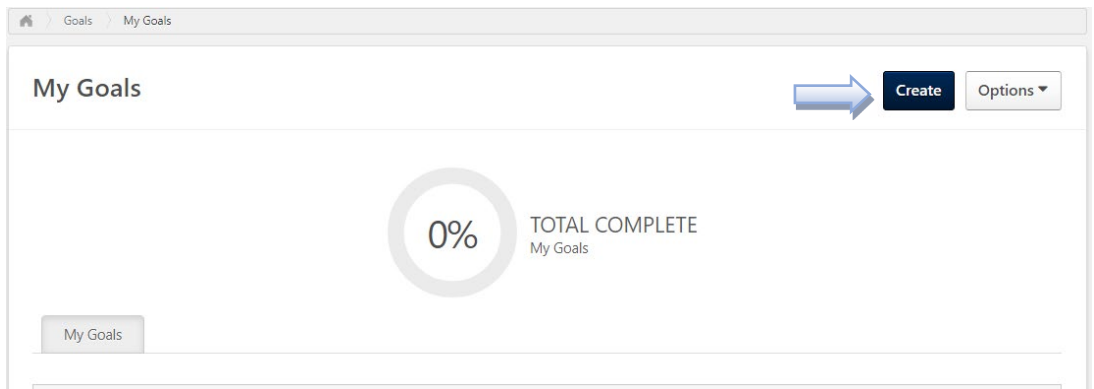


2. On the Goals page, you will be able to see all the goals that were added previously.

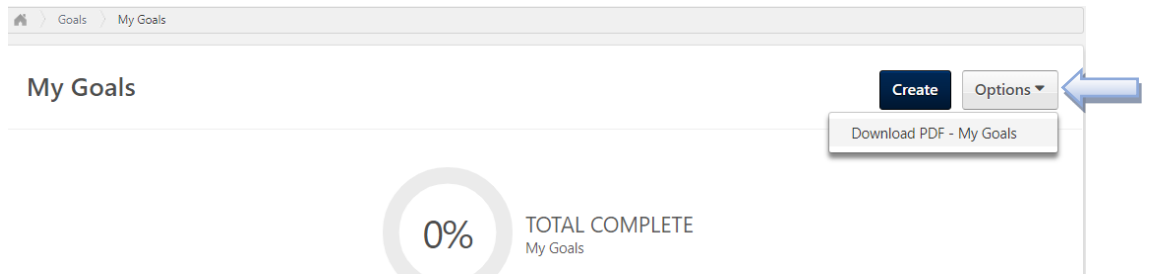


3. On this page you can:

- a. Create new goals. New goals added will be sent to your manager for approval.



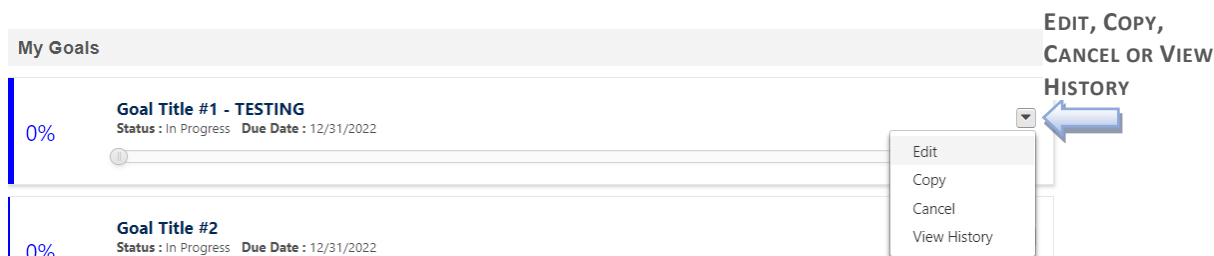
- b. Download your goals to a PDF document.



- c. View the details of your goal by select the right arrow at the end of the scroll bar.



- d. Edit, Copy, Cancel or View History of the goals. Added, modified, or canceled goals will be sent to your manager for approval.



- e. Record progress on the goal by using the slider bar

The screenshot displays the 'My Goals' dashboard. At the top, there is a 'Create' button and an 'Options' dropdown. A circular progress indicator shows '2%' 'TOTAL COMPLETE My Goals'. Below this is a filter section with 'Current Period' set to '7/1/2022' to '6/30/2023', a 'Search' button, and checkboxes for 'Display Cancelled' and 'Hide Completed'. The main goal list shows 'Goal Title #1 - TESTING' with a status of 'In Progress' and a due date of '12/31/2022'. A progress bar is shown at 7%, with a blue arrow pointing left and the text 'MOVE SLIDER BAR TO RECORD PROGRESS' overlaid on it.

1. 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 you have them
  - e. Press the submit button (press cancel to return to the previous screen without saving)

## Create Goals

Enter details.

All fields marked "\*" are required

Title \*

A. ENTER TITLE



Description

**B I U S I<sub>x</sub>**

B. ENTER DESCRIPTION



Start Date

Due Date \*

C. ENTER DATES



Attachments

Choose File

D. ATTACH FILE (IF NEEDED)



Upload up to 3 attachments. Maximum upload 1MB

Assignment \*

Select which users or OUs this goal should be assigned to.

Yourself  Your team

E. PRESS SUBMIT

Cancel

Save as Draft

Submit



Last Modified: November 3, 2023