



Cornerstone Performance – Goals - Manager

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Cornerstone Performance – Goals – Manager View:

1. Use this job aid to learn how to:
 - o Access Universal Profile
 - o Access Employee’s Goals
 - o Review and Edit an Employee’s Goal

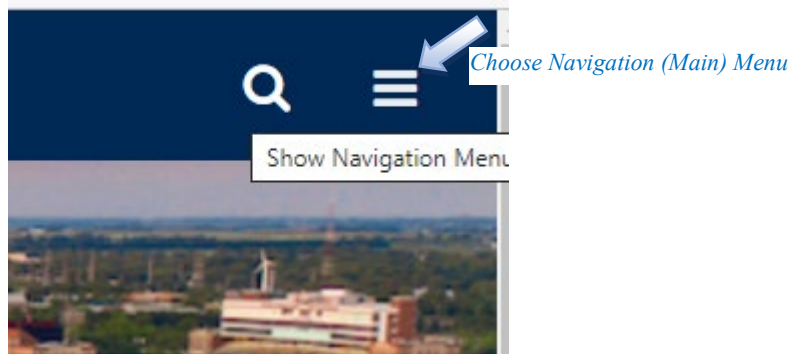
2. If you have any questions, please contact ihr-hrais@illinois.edu.

How to Access Cornerstone:

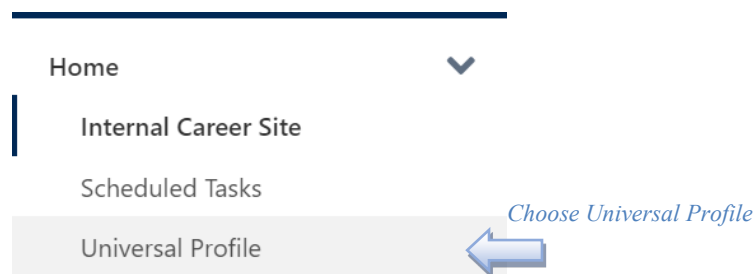
1. Open an internet browser and go to: <https://go.illinois.edu/cornerstone/>
2. Log in to Cornerstone using your net ID and password.

Access Universal Profile:

1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Home, Universal Profile.
 - a. Select the main menu:

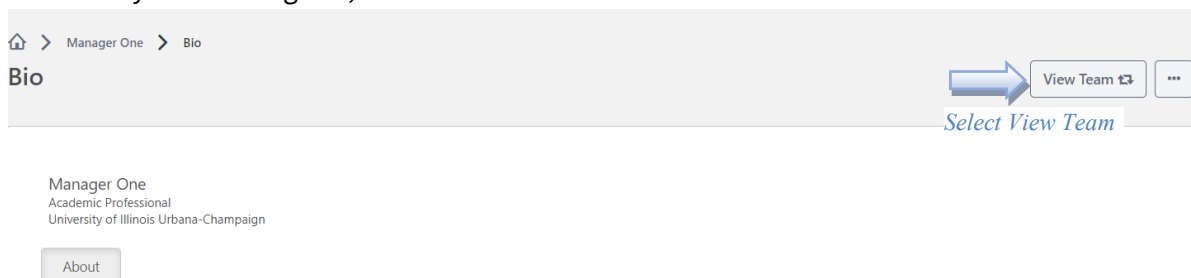


- b. Select Home, Universal Profile:

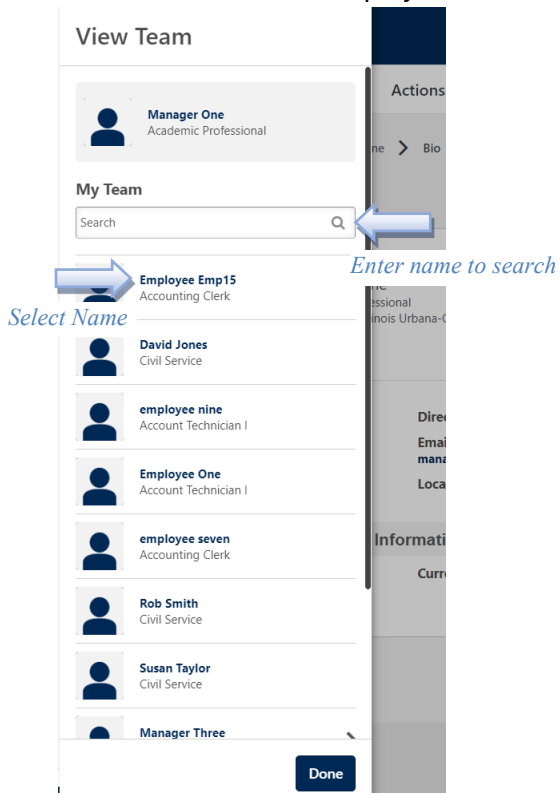


Access Employees' Goals:

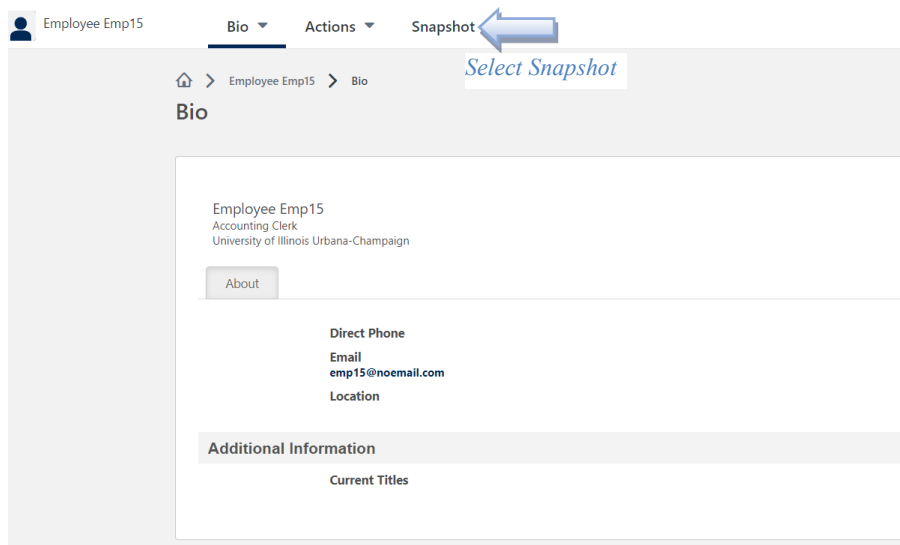
1. To access your team's goals, select the View Team button.



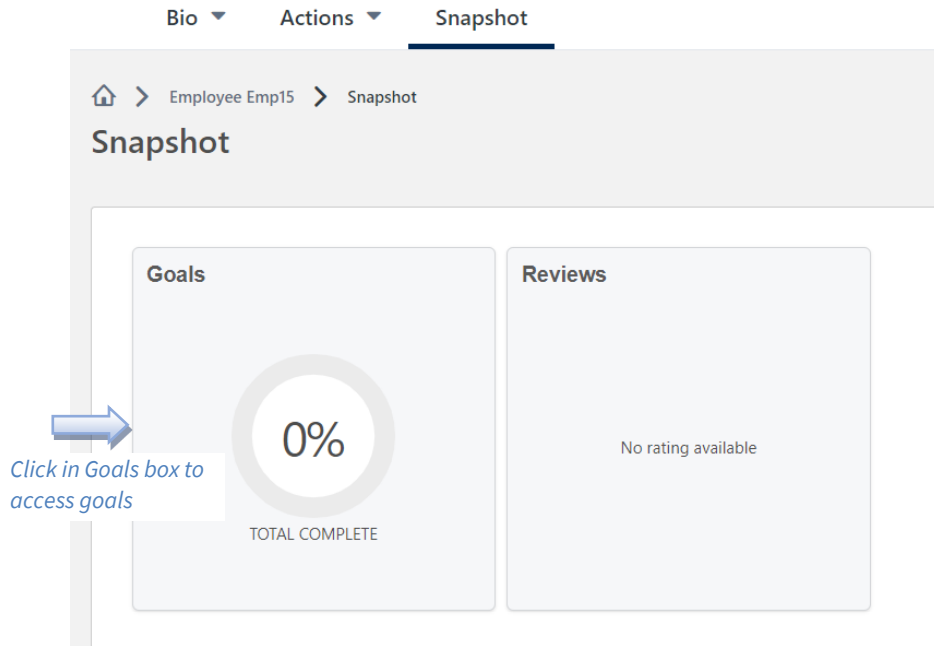
2. You can search for an employee or select the name from the list.



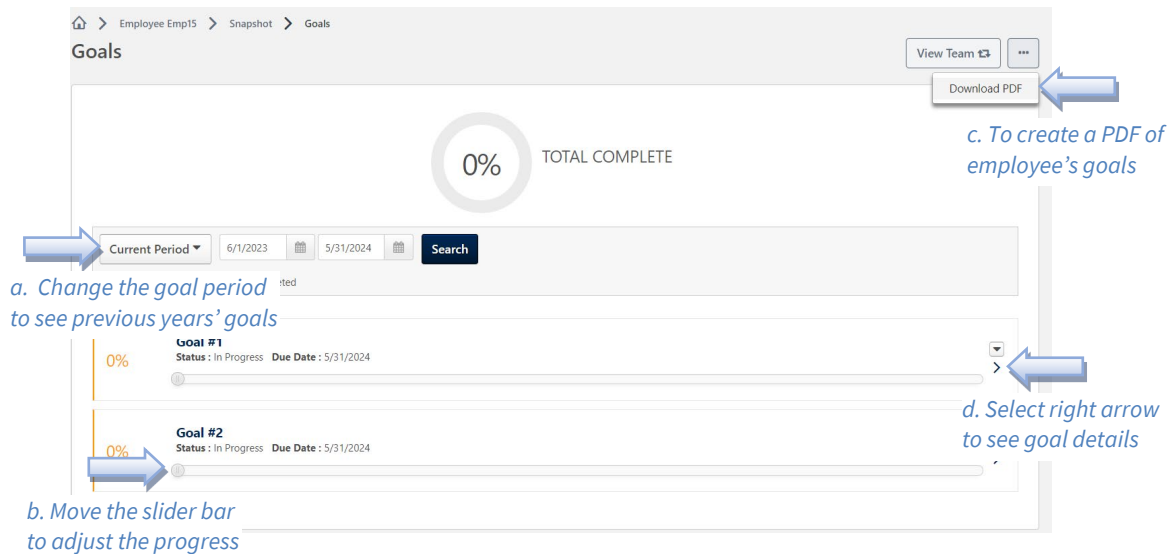
3. Select Snapshot along the top menu.



4. Click in the goals box to view the goals.

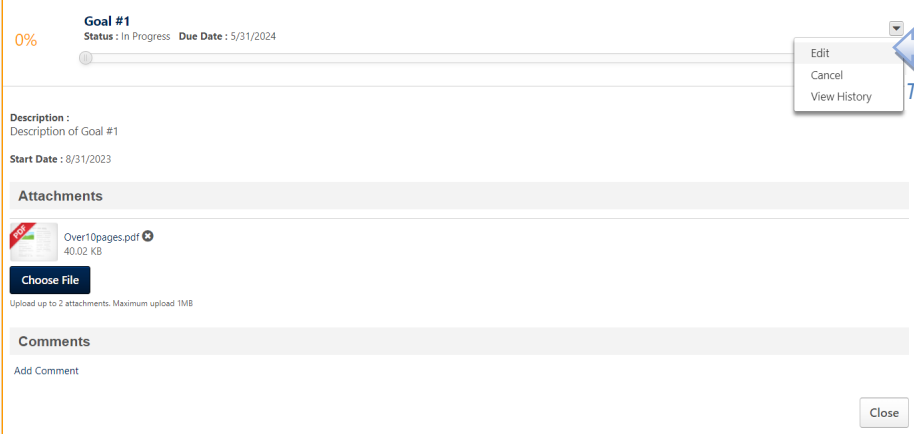


5. The employee's goals for the current period will be displayed.
 - a. You can see previous goal periods by changing the date criteria.
 - b. Move the slider bar to adjust the goal progress.
 - c. Select the three dots (ellipsis) to download a PDF.
 - d. Select the right arrow to see more information regarding a goal.



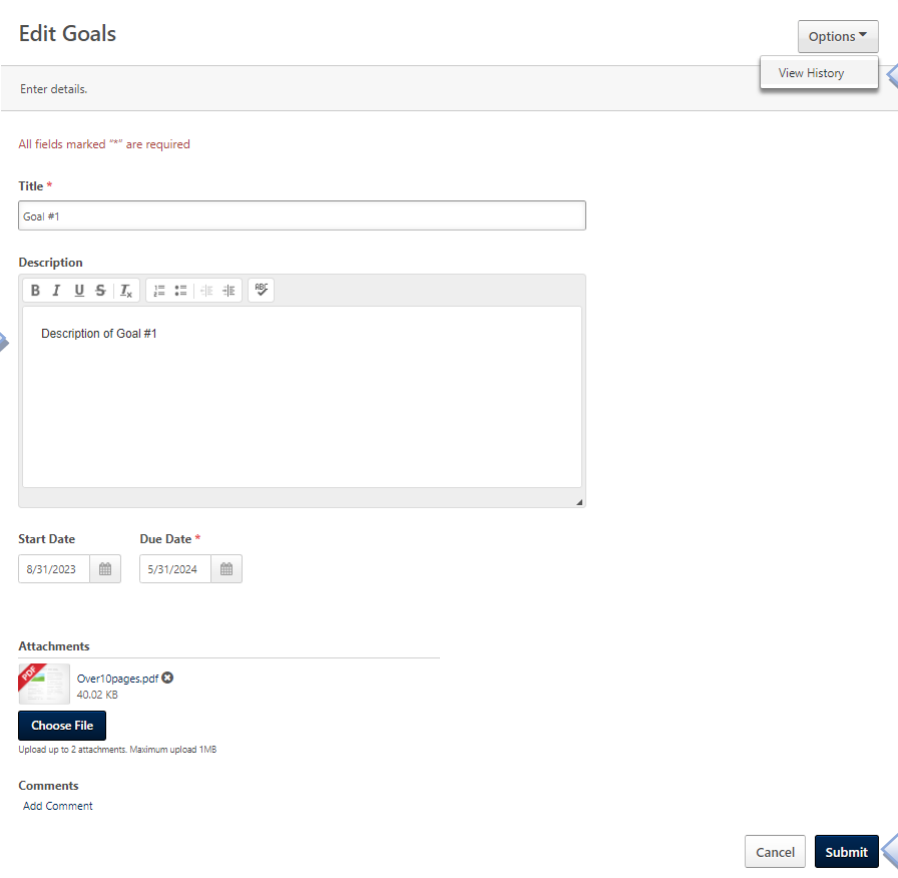
Review and Edit an Employee's Goal:

1. When you expand the goal you can see the description of the goals, any comments entered, and any attachments. To edit the goal, select the down arrow to the right of the goal title and select Edit. You can also choose to cancel the goal or view the history of the goal.



The screenshot shows a goal detail view for "Goal #1". At the top, there is a progress bar at 0% and a status of "In Progress" with a due date of "5/31/2024". A dropdown menu is open next to the goal title, showing options: "Edit", "Cancel", and "View History". A blue arrow points to the "Edit" option with the text "To edit the goal". On the left side, a blue arrow points to the "Description" field with the text "View the description, comments and attachments". The description field contains "Description of Goal #1". Below the description is the "Attachments" section, which shows a file named "Over10pages.pdf" (40.02 KB) and a "Choose File" button. The "Comments" section is empty with an "Add Comment" button. A "Close" button is located at the bottom right.

2. You can change the title, description, dates, attachments, or comments of the goal. Press Submit when finished. You can also view the history of the goal by selecting the Options drop-down.



The screenshot shows the "Edit Goals" form. At the top right, there is an "Options" dropdown menu with a "View History" button below it. A blue arrow points to the "View History" button with the text "To view the history of a goal". The form has a "Title" field containing "Goal #1". Below it is a rich text editor for the "Description" field, which contains "Description of Goal #1". A blue arrow points to the description field with the text "Edit goal as needed". Below the description are "Start Date" (8/31/2023) and "Due Date" (5/31/2024) fields, each with a calendar icon. The "Attachments" section shows the same "Over10pages.pdf" file and a "Choose File" button. The "Comments" section is empty with an "Add Comment" button. At the bottom right, there are "Cancel" and "Submit" buttons. A blue arrow points to the "Submit" button with the text "Press Submit when finished".

- Submitting will take you back to the goals page where you can view/edit another goal for the employee, or you can select View Team to select another employee to review.

The screenshot displays the 'Goals' interface. At the top, there is a breadcrumb trail: Home > Employee Emp15 > Snapshot > Goals. Below this, the title 'Goals' is shown on the left, and a 'View Team' button is on the right. A large circular progress indicator shows '0%' and 'TOTAL COMPLETE'. Below the progress indicator is a filter section for 'Current Period' with dates '6/1/2023' and '5/31/2024', a 'Search' button, and checkboxes for 'Display Cancelled' and 'Hide Completed'. Two goal entries are listed: 'Goal #1' and 'Goal #2', both with a status of 'In Progress' and a due date of '5/31/2024'. Each goal entry has a '0%' completion indicator and a progress bar. A blue arrow points to the 'View Team' button with the text 'Select View Team to review another employee'. Another blue arrow points to the right side of the goal entries with the text 'Review or edit another goal'.

Last Modified: September 22, 2023

For more information, contact ihr-hrais@illinois.edu