Cornerstone Performance – Goals - Manager

Table of Contents

Cornerstone Performance – Goals – Manager View:

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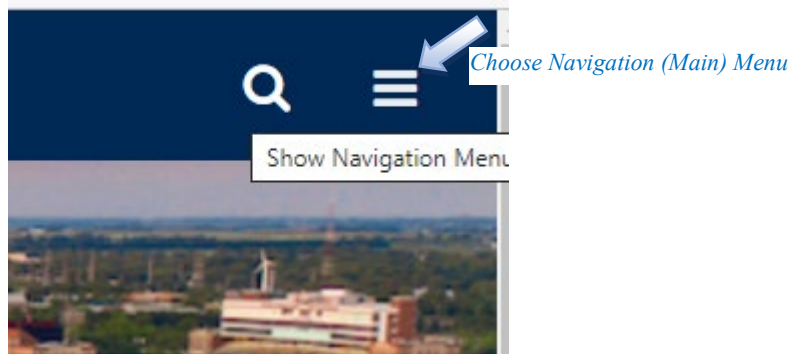   - Access Employee's Goals
   - Review and Edit an Employee's Goal

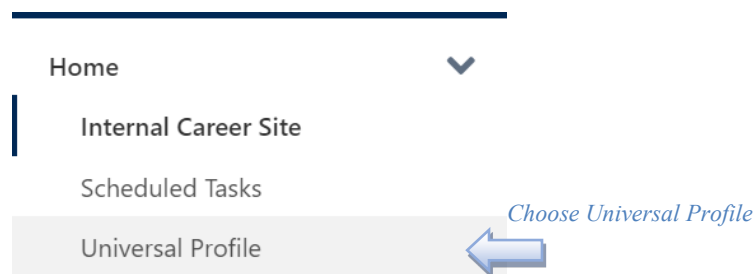2. If you have any questions, please contact ihr-hrais@illinois.edu.

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.
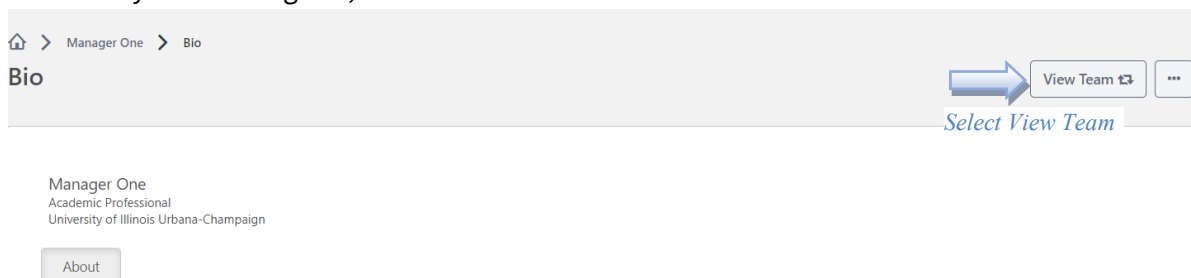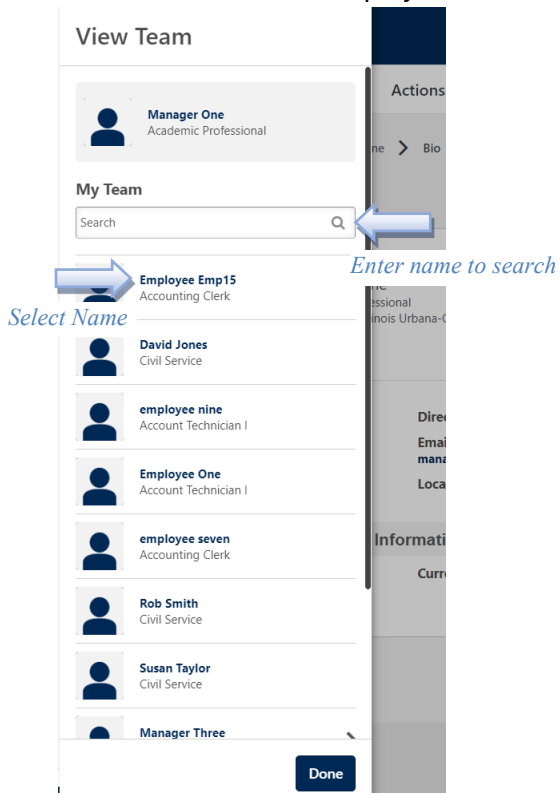
   a. Select the main menu:

   Choose Navigation (Main) Menu

   b. Select Home, Universal Profile:

   Choose Universal Profile

Access Employees' Goals:

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

   Select View Team

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

3. Select Snapshot along the top menu.

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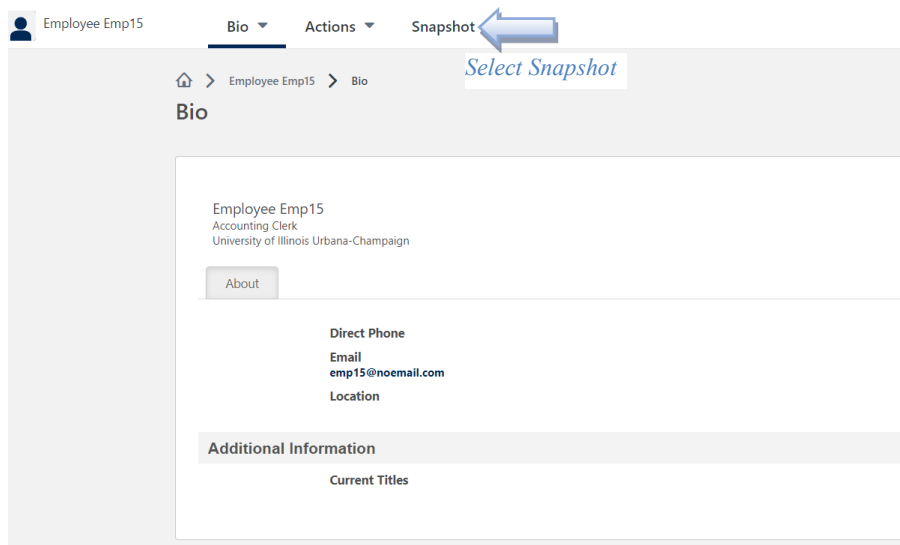
4. Click in the goals box to view the goals.
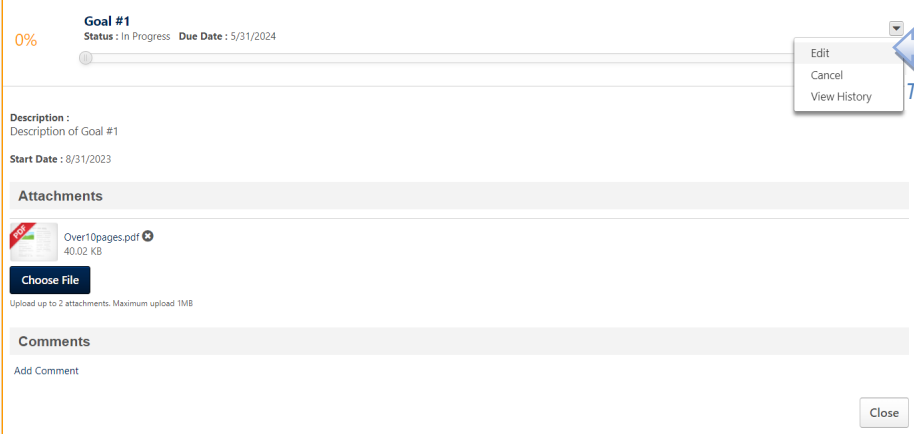

Click in Goals box to access goals
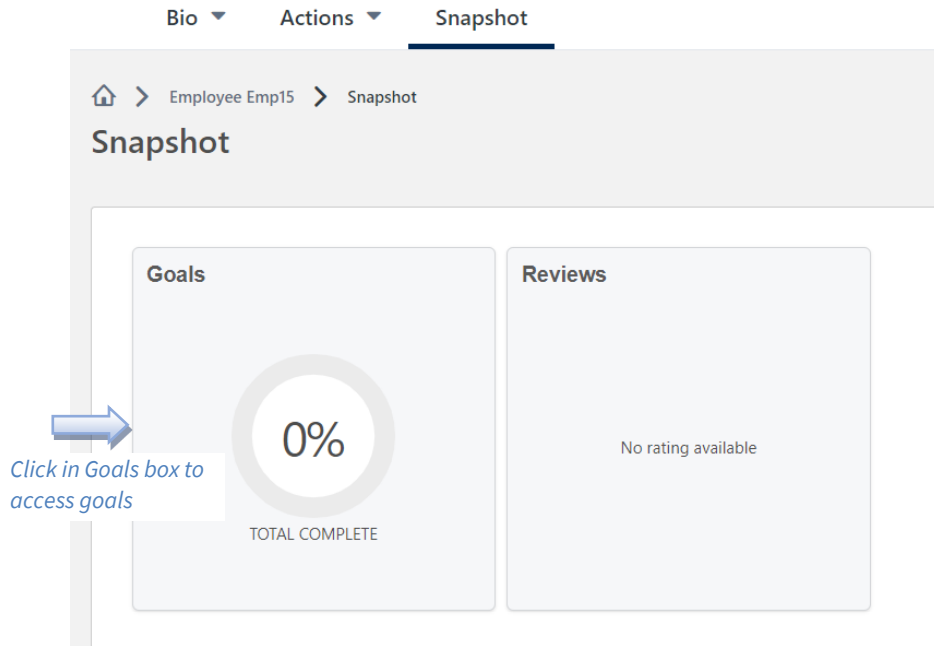
5. The employee's goals for the current period will be displayed.
    a. You can see previous goal periods by changing the date criteria.
    b. Move the slider bar to adjust the goal progress.
    c. Select the three dots (ellipsis) to download a PDF.
    d. Select the right arrow to see more information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

c. To create a PDF of employee's goals

a. Change the goal period to see previous years' goals

d. Select right arrow to see goal details

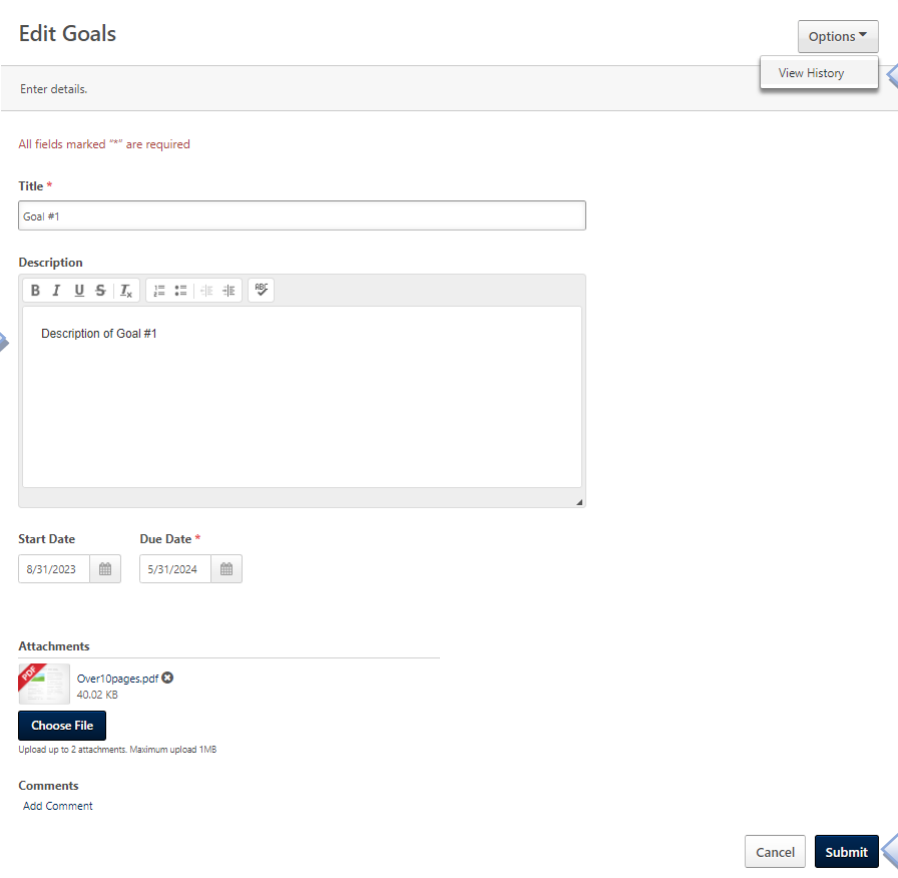b. Move the slider bar to adjust the progress
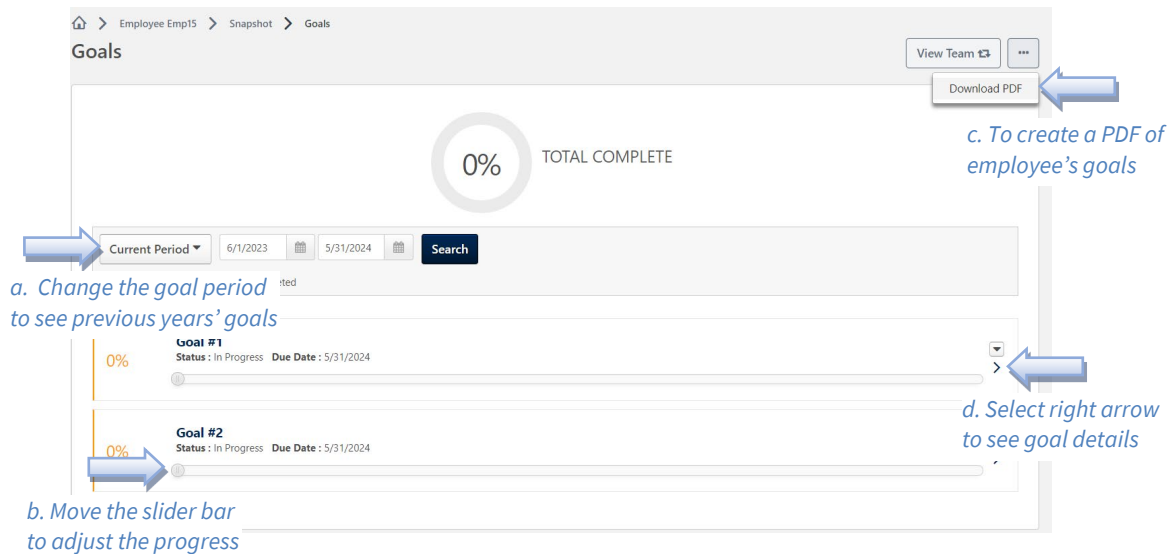
Review and Edit an Employee's Goal:

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.

View the description, comments and attachments

To edit the goal

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.

To view the history of a goal

Edit goal as needed

Press Submit when finished

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3. 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.

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

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