Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Cornerstone Performance – Annual Review – Employee

## How to Access the Cornerstone System

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

Cornerstone Performance – Annual Review – Employee:

- Use this job aid to learn how to:
    - Access the Scheduled Tasks List
    - Complete Self-Review
    - Acknowledge the Annual Review Form
    - Access the Completed Annual Review

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

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:

CHOOSE NAVIGATION (MAIN) MENU

Show Navigation Menu
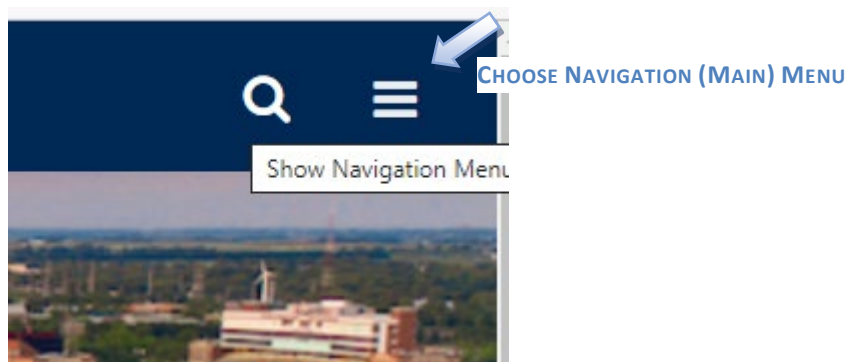
b. Select Home, Scheduled Tasks:

CHOOSE SCHEDULED TASKS
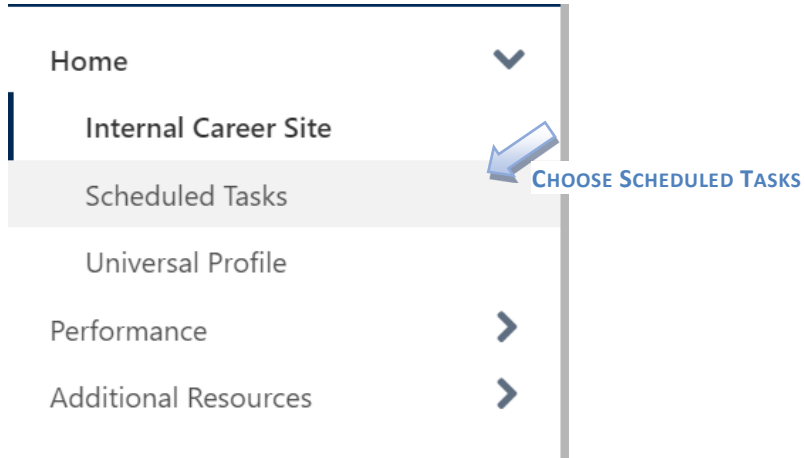
2. On the Scheduled Tasks page, choose the Annual Review task that has been assigned.

CHOOSE TASK
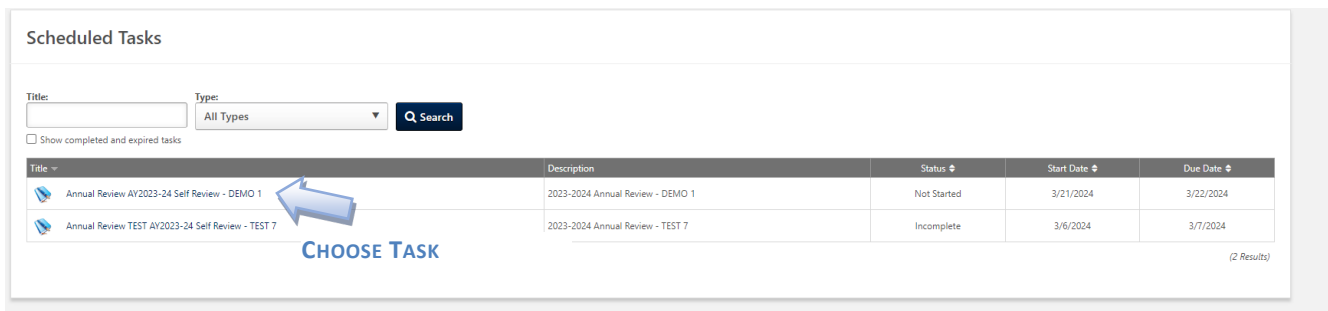
Complete Self-Review:

1. Once you pull up the form, there is an explanation of the 4 steps that the Annual Review will go through. To begin the self-review, press the Get Started button at the bottom of the page.
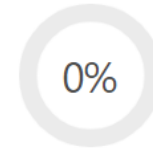
2023-2024 Annual Review - DEMO 1

Options ▾

- 🏠 Overview
- ✓ Goal Rating
- ✓ Competencies
- ✓ Performance/Professi...
- ○ Overall Performance R...
- ○ Sign Off

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

0%

Overview

Resources and Job Aids
Job Aids and Training

Video Walkthrough

⬅ **DESCRIPTION OF STEPS**

The Annual Review will be a series of 4 steps

Step 1 - Self Review - Employee will updates goal progress as needed and evaluate themselves on the core competencies and any additional selected by the Supervisor. The self-review will be viewable by the Supervisor after the review is submitted.

Step 2 - Manager Review - The manager (supervisor) will enter their evaluation. The employee will not be able to view the evaluation at this time.

Step 3 - Discussion Step - The manager (supervisor) will review the evaluation with the employee and sign the Annual Review form. The employee cannot see the evaluation until the manager submits. Managers are able to make additional comments during the discussion step.

Step 4 - Review Acknowledgement - The Employee signs the Annual Review form.

Review Step Progression

- ✓ **Self Review**
  Due : 3/22/2024 ✓
- ✓ **Manager Review** ✓
- ✓ **Discussion Step** ✓
- ✓ **Review Acknowledgement** ✓

Get Started

2. If you have entered goals for this reporting period, this page will allow you to update your goals progress as needed and enter comments. If you have not entered any goals, this page will be blank. To update the goal's progress, select the down arrow in the upper right side of the goal and choose Manage Goals. If any comments were entered when creating the goal or any attachments added, you can view those by choosing Goals: Comments or Goals: Attachments.

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3. Move the slider bar to indicate how much progress you accomplished on the goal. The down arrow at the end of the bar will show you the history of the goal. You can add attachments or comments here if desired, but your supervisor will not see the comments on this page, so it is better to list the Comments on the Main Goal Rating Page. Press Done when finished.

4. Update each goal as desired. Once all your goals are updated, press Save and Continue. If you would like to save your changes and come back later to finish, you can choose Save and Exit.

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5. The next page lists competencies for your position type. You should respond to all three items. Your manager will see your responses when completing your review. Respond to each competency by entering comments and citing examples of performance indicators that demonstrate your proficiency in each area. For a list of performance indicators, select the Details button.

2023-2024 Annual Review - DEMO 1

Options ▾

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

33%

- Overview
- Goal Rating
- Competencies
- Performance/Professi...
- Overall Performance R...
- Sign Off

Competencies

Employee: Please provide comments regarding how you meet each of the following competencies. Click the menu button for each competency heading (downward-facing triangle) and then on "Details" to see a list of performance indicators for each competency.

Managers: Please provide comments regarding how the employee meets (or does not meet) each of the following competencies. Click the menu button for each competency heading (downward-facing triangle) and then on "Details" to see a list of performance indicators for each competency.

SELECT DETAILS FOR DESCRIPTION OF RATINGS

Collaboration, Communication, and Dependability

SELECT YOUR ASSESSMENT FOR THIS COMPETENCY

Details

Comments :

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ABC ↶ ↷ | ✂ 📋 📋 📋 📋 | ▦ ≡

ADD COMMENTS IF DESIRED

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6. When you have responded to all three competencies, press Save and Continue at the bottom of the page.

PRESS SAVE AND CONTINUE WHEN FINISHED

7. The next page will ask you to reflect on your Performance and Professional Development. Answer the questions on this page (the first question is the only one required).

TYPE YOUR ANSWER TO THE QUESTION HERE.

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8. Press Submit button to send your self-review to your supervisor at this point.
   a. You can also click on "Save and Exit" if you are not finished and want to come back and make changes before submitting to your supervisor.

What assistance would be helpful from your team or your supervisor to support your success in the coming year? (Optional)

Comments:

| Back | Save and Exit | Submit | ⇐ PRESS SUBMIT |

9. When you press Submit, you will get this pop-up box to confirm you would like to submit. No changes can be made after you press Submit.

Submit Review   ✕

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

PRESS SUBMIT

| Cancel | Submit | ⇐ |

10. The Summary page will indicate that you have completed Step 1 of the Annual Review Process. If you need to make any changes, you will need to contact your Supervisor to request that Step 1 be reopened for modifications.

   To print your review, select the Options drop down and choose Print Review. This will generate a PDF that you can save or print.

11. Your manager will receive an email that you have completed the self-review. You can still see your entry if desired. On the Scheduled Task page, click the Show completed and expired tasks, and then click on the appropriate review form.

12. To print your review, select the Options drop down and choose Print Review. This will generate a PDF that you can save or print. You can also choose Get Started to walk through the pages you completed.

SELECT PRINT PREVIEW IF DESIRED

SELECT GET STARTED IF DESIRED

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Acknowledge the Annual Review Form:

1. Once you have met with your manager regarding your Annual Review, your manager will electronically sign the form and send it to you to acknowledge. You will receive an email that the acknowledgement step has been assigned to you.

2. Access your Annual Review under Scheduled Tasks as before.

SELECT YOUR ANNUAL REVIEW

3. Select Get Started to open the Annual Review.

SELECT GET STARTED

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4. Review your goals page and press Save and Continue.

2023-2024 Annual Review - DEMO 1

Options ▼

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

0%

- Overview
- Goal Rating
- Competencies
- Performance/Professi…
- Overall Performance R…
- Sign Off

Goal Rating

Goal #1

This is not goal #1. Of course it is. This is a manager note.

Progress : 81%
Status : In Progress
Start Date : 1/1/2023
Due Date : 6/30/2023
more...

Goal #2

This is not goal #2. I repeat.

Progress : 0%
Status : In Progress
Start Date : 3/15/2024
Due Date : 6/30/2024
more...

Test Goal 1

Test Goal 1 - Obtain Certifications

Progress : 50%
Status : In Progress
Start Date : 6/1/2023
Due Date : 5/31/2024
more...

Back   Save and Exit   **Save and Continue**

PRESS SAVE AND CONTINUE

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5. Review the ratings and manager comments for the Competencies. Press Save and Continue.

2023-2024 Annual Review - DEMO 1

Options ▾

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

20%

- Overview
- Goal Rating
- Competencies
- Performance/Professi...
- Overall Performance R...
- Sign Off

Competencies

Employee: Please provide comments regarding how you meet each of the following competencies. Click the menu button for each competency heading (downward-facing triangle) and then on "Details" to see a list of performance indicators for each competency.

Managers: Please provide comments regarding how the employee meets (or does not meet) each of the following competencies. Click the menu button for each competency heading (downward-facing triangle) and then on "Details" to see a list of performance indicators for each competency.

Collaboration, Communication, and Dependability ▾

Empowerment, Initiative, and Job Knowledge ▾

Inclusion, Compassion, and Customer Service ▾

Back   Save and Exit   **Save and Continue**

PRESS SAVE
AND CONTINUE

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6. Review the manager comments for the Performance/Professional Development section. Press Save and Continue.

7. Review Overall Performance Rating. Press Save and Continue.

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

60%

Overview
Goal Rating
Competencies
Performance/Professi...
Overall Performance R...
Sign Off

Overall Performance Rating

Please Note
Comments and overall rating will not be visible to the employee in Cornerstone until *after* the discussion step. If you wish to provide this information to the employee prior to the discussion step, please save a copy of the review using the "print review" option. You can send that document to the employee prior to your meeting.

Rating Definitions
Needs Significant Improvement: This rating indicates that the employee has not been meeting expectations and significant improvement is needed. This signals a negative trajectory and lack of a commitment to grow/develop/change.
Developing : This rating acknowledges that the employee made progress and took steps to improve their performance. It signals a positive trajectory and a commitment to growth.
Achieved or Exceeded Expectations: This rating indicates that the employee consistently met or exceeded expectations. It highlights their reliability and ability to deliver quality work regularly.
Outstanding: This rating recognizes employees who consistently excelled and made a significant and extraordinary impact in the organization. Rare and significant efforts were evident in their performance.

Rating Comments
When providing comments for a performance review, it's important to be **constructive**. Here are some guidelines for crafting your comments:

1. **Specificity:** Be specific about the employee's achievements and areas for improvement. Instead of general statements like "good job," provide concrete examples of what they did well.
2. **Balance:** Pair any criticisms with positive feedback. This can help motivate the employee to improve while also recognizing their strengths.
3. **Actionable:** Offer clear suggestions for how the employee can improve or continue to excel. This could include training opportunities, resources, or specific goals to work towards.
4. **Objective:** Keep the comments focused on the employee's performance. Stick to facts and observable behaviors.
5. **Future-Oriented:** Frame the feedback in a way that focuses on future performance and growth opportunities.

Next Steps
Step 3 - Discussion Step - The manager (supervisor) will review the evaluation with the employee and sign the Annual Review form. The employee cannot see the evaluation until the manager submits. Managers are able to make additional comments at the discussion step.
Step 4 - Review Acknowledgement - The Employee signs the Annual Review form.

Rate the employee on their overall performance.

Manager One (Manager) Rated : Achieved or Exceeded Expectations Review : 2023-2024 Annual Review - DEMO 1
Time : 3/21/2024 3:34 PM

Please provide comments for your overall rating.

Manager One (Manager) Review : 2023-2024 Annual Review - DEMO 1 Time : 3/21/2024 3:35 PM
test comments

Back   Save and Exit   Save and Continue

PRESS SAVE
AND CONTINUE

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8. Read the information on the Sign Off page. Type in your name under Self and press Sign. Add any comments you would like. There is an option to Decline to sign if you wish.

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9. Press Submit when finished. Notice that there is a Redo button if you need to re-enter your name. There is also a Save and Exit button if you would like to save the changes you have made and submit this at a later time.

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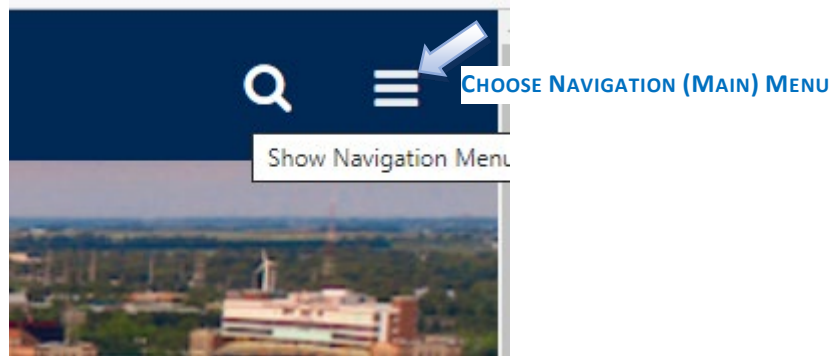humanresources.illinois.edu

10. Once you have submitted, you will not be able to make any changes to your Annual Review. Press Submit to proceed.
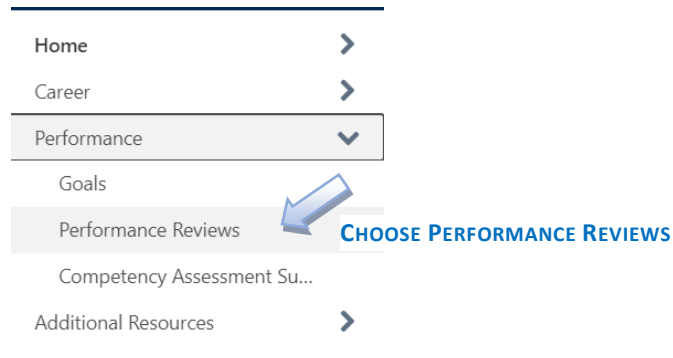

PRESS SUBMIT
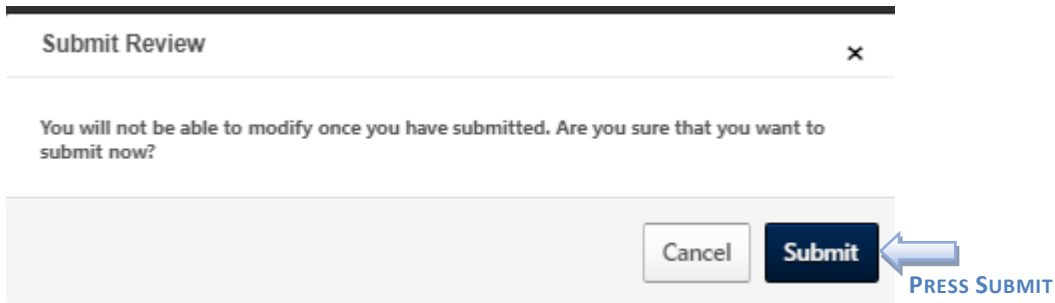
11. After you have submitted it, you and your manager will receive an email that your Annual Review task is complete.

Access the Completed Annual Review:

1. To review your completed performance review at a later date, you will go to the Performance Reviews page.
   a. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Performance, Performance Review
      i. Select the menu:

CHOOSE NAVIGATION (MAIN) MENU

      ii. Select Performance, Performance Reviews:

CHOOSE PERFORMANCE REVIEWS

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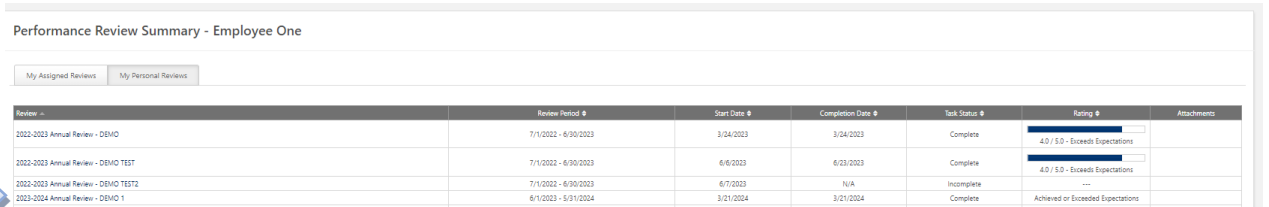humanresources.illinois.edu

2. On the Performance Review Summary page, click on the My Personal Reviews tab.

CHOOSE MY PERSONAL REVIEWS

3. Click on the review to download the completed review to your workstation. You can then save and/or print the PDF document generated.

**CLICK ON REVIEW
TO DOWNLOAD**

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