Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Cornerstone Performance – Annual Review – Manager

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 – Manager:

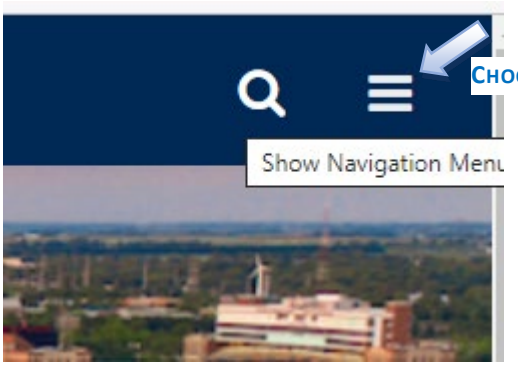
- Use this job aid to learn how to:
  - Access the Scheduled Tasks List
  - Select Competencies
  - Complete the Manager Review
  - Complete the Discussion Step and Sign Off
  - Access the Completed Annual Review

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

Access the Scheduled Tasks List:

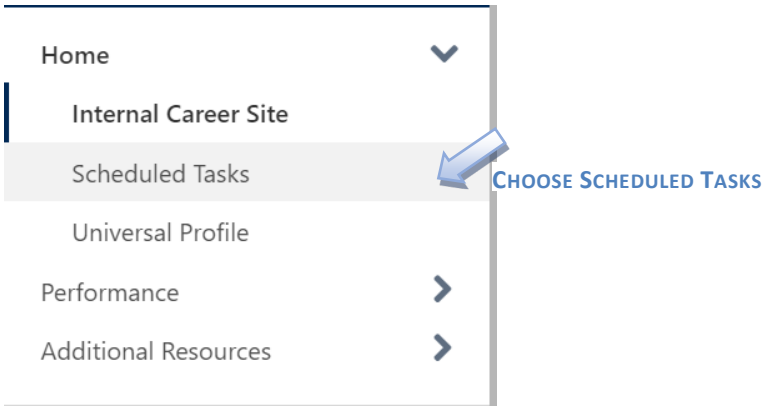
1. From any page in Cornerstone, access the main menu in the upper right corner of the page and choose Home, Scheduled Tasks

   a. Select the menu:

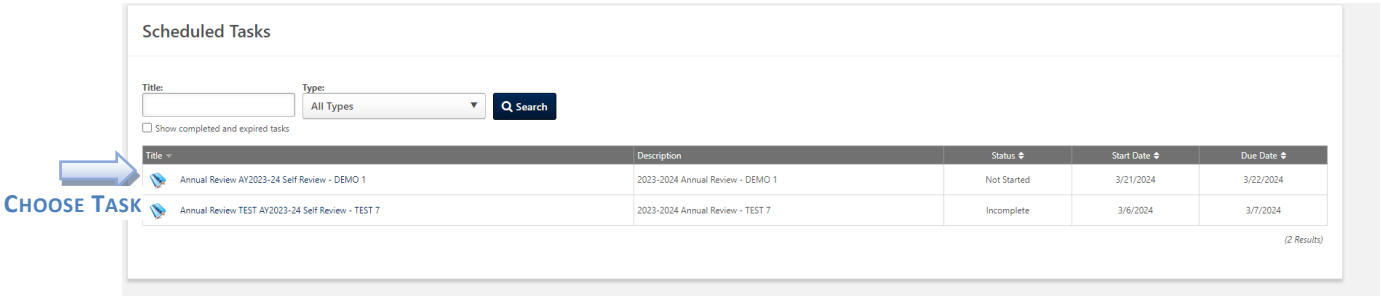


CHOOSE NAVIGATION (MAIN) MENU

b. Select Home, Scheduled Tasks:

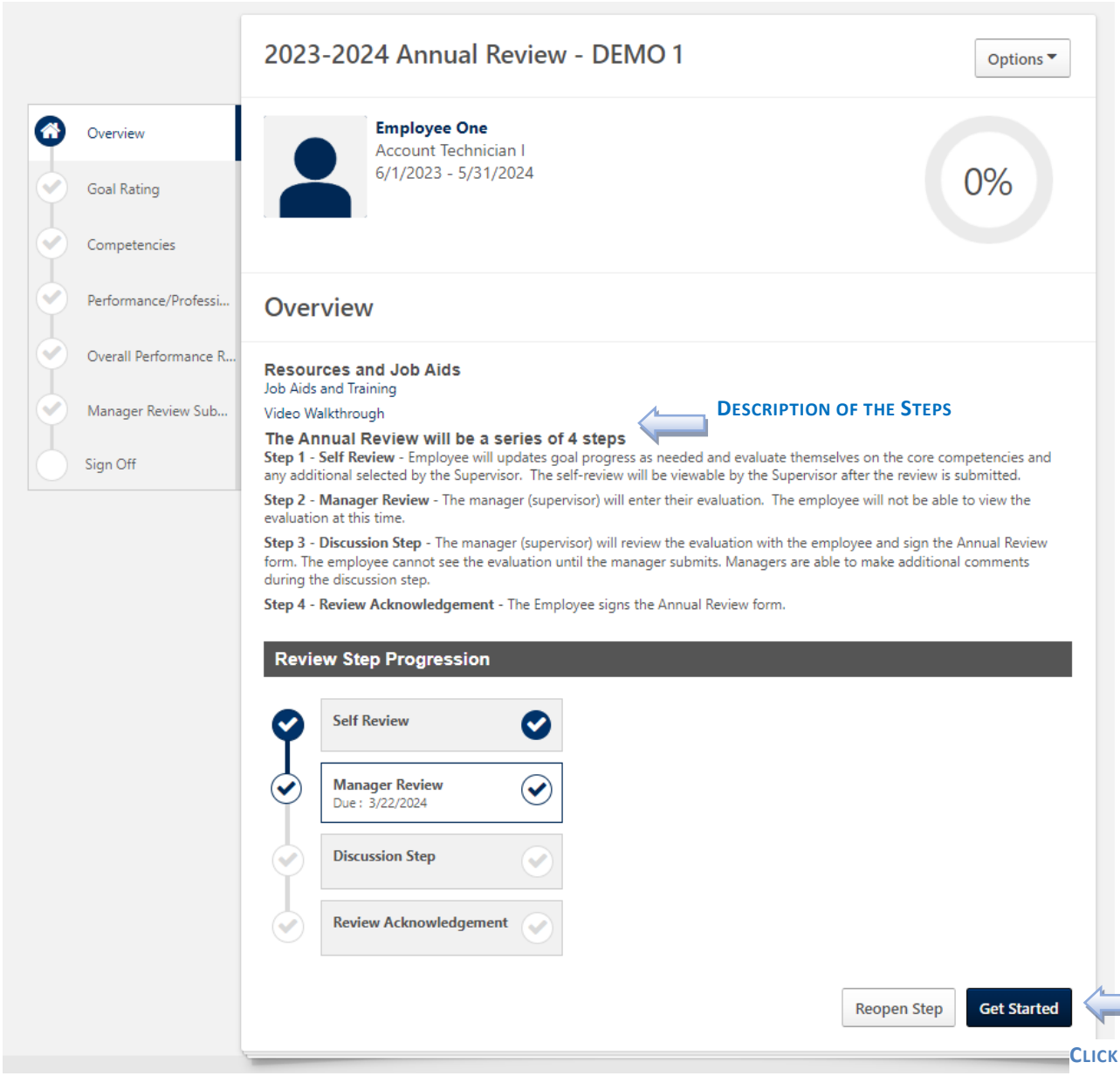


c. On the Scheduled Tasks page, choose the Annual Review task that you have been assigned. You may enter search criteria to locate a particular task if desired:

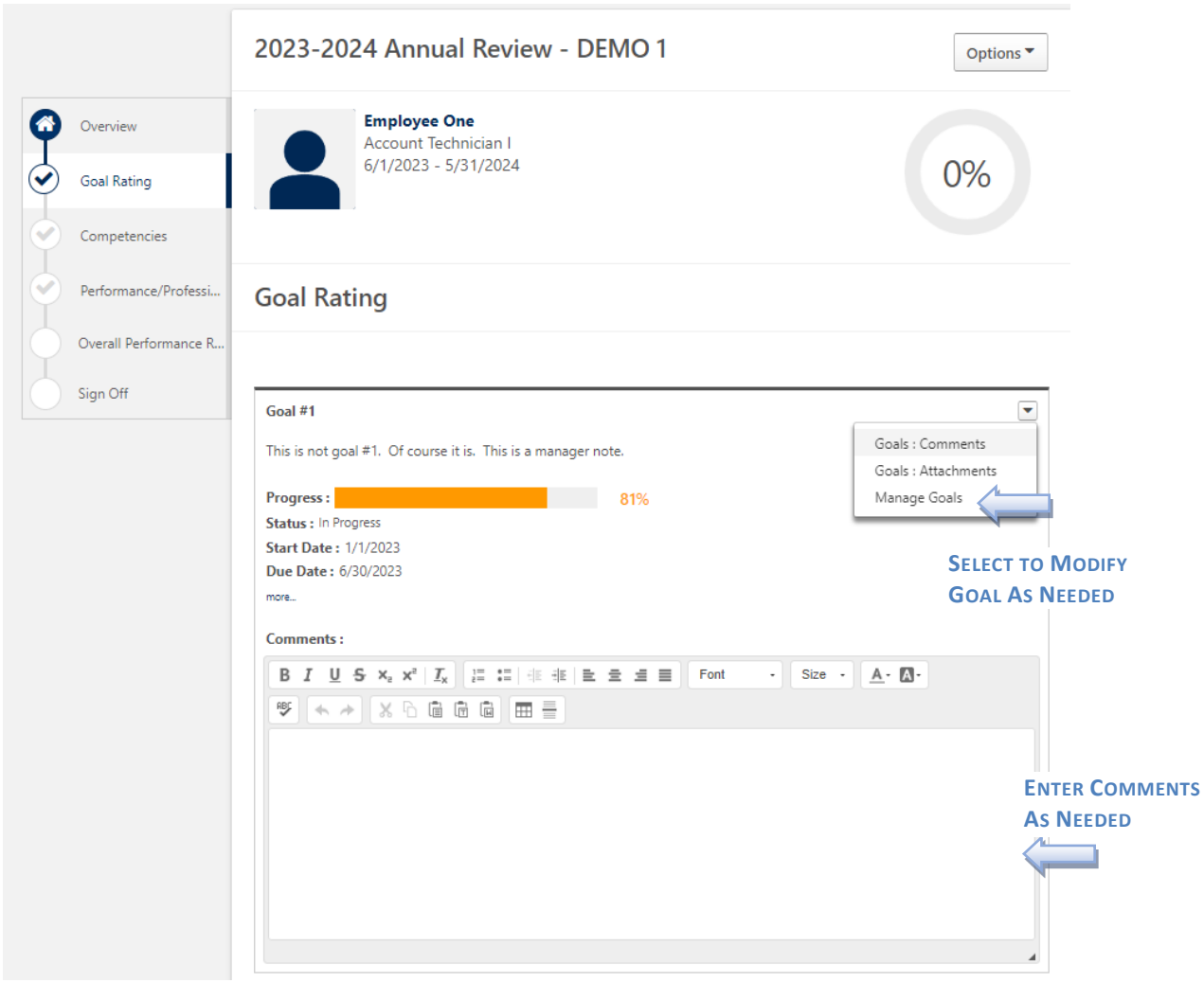


Complete the Manager Review:

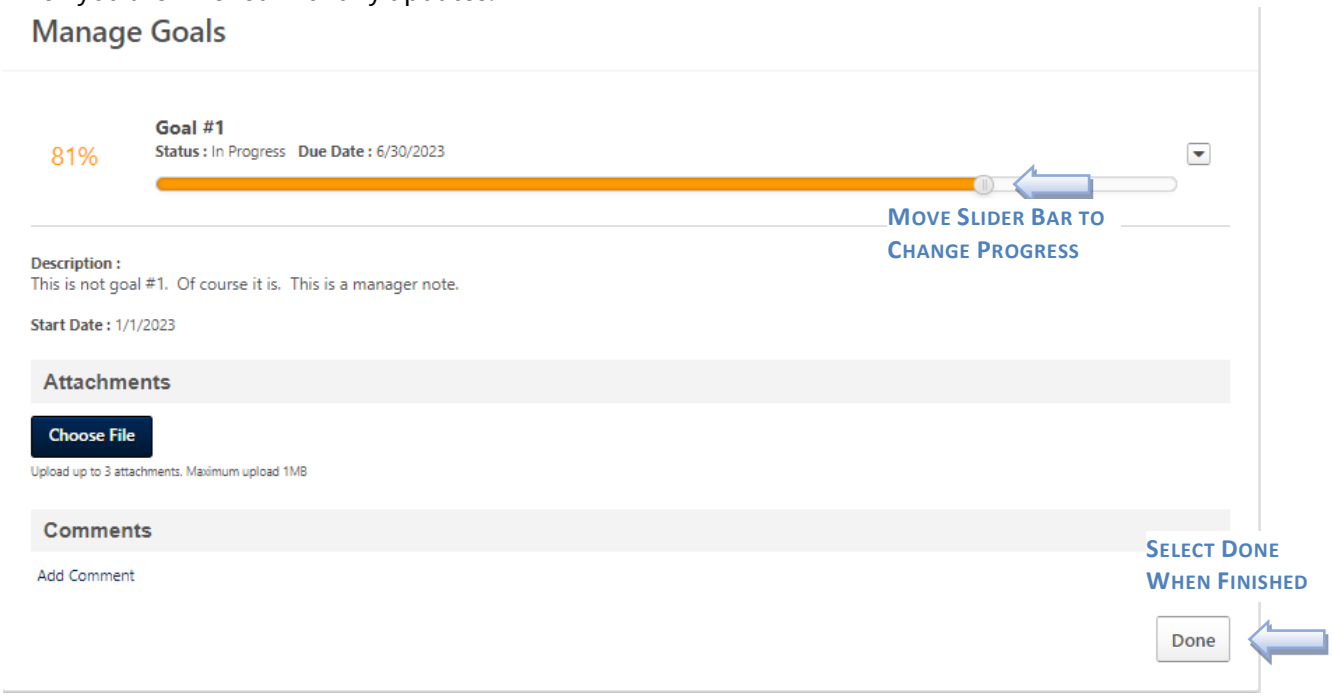
1. Once you access the form, there is an explanation of the 4 steps that the Annual Review will go through. Select "Get Started" to begin the Manager Review.
    a. NOTE: There is a Reopen Step button beside the Get Started button. If the employee needs the review to be sent back to them for editing, you can choose Reopen Step to send it back. You will then need to wait until they submit it again to begin the Manager Review process.


2023-2024 Annual Review - DEMO 1
Options
Overview
Goal Rating
Competencies
Performance/Professi...
Overall Performance R...
Manager Review Sub...
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 THE 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
Manager Review
Due : 3/22/2024
Discussion Step
Review Acknowledgement
Reopen Step
Get Started
CLICK GET STARTED

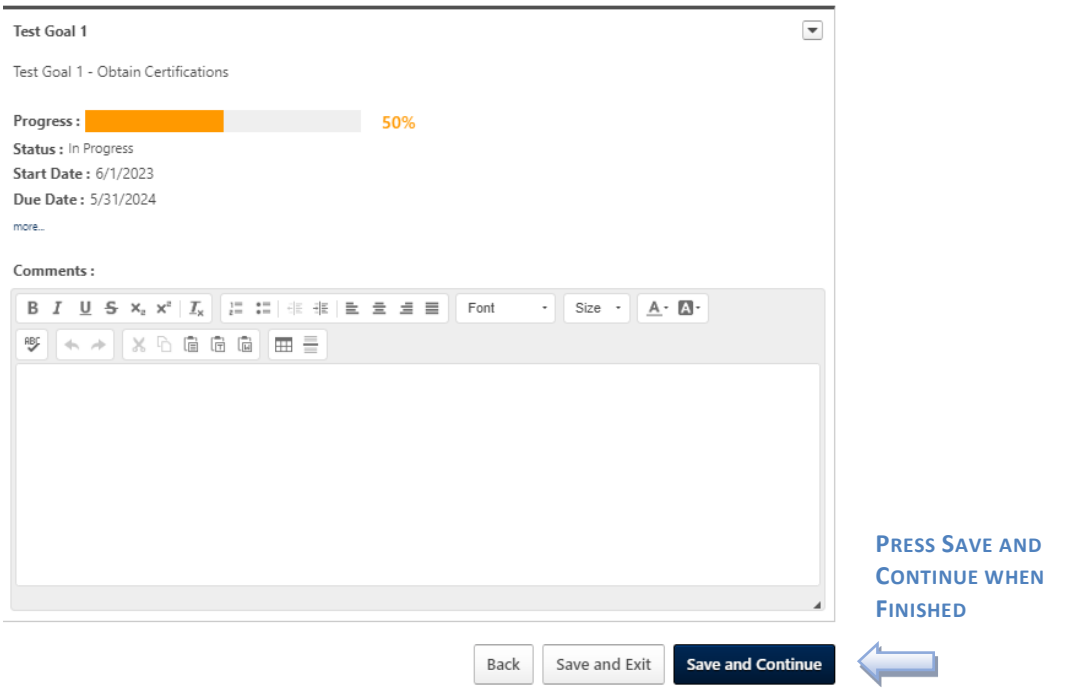
2. The first page will be any goals that were entered for this reporting period. If no goals were entered during the report period, this page will be blank. You can add comments if desired to the goals and you can also adjust the goals progress by choosing the down arrow in the upper right corner of the goal and select Manage Goals. If there were any attachments or comments added to the goal, you can view them by select Goals: Attachments or Goals: Comments.



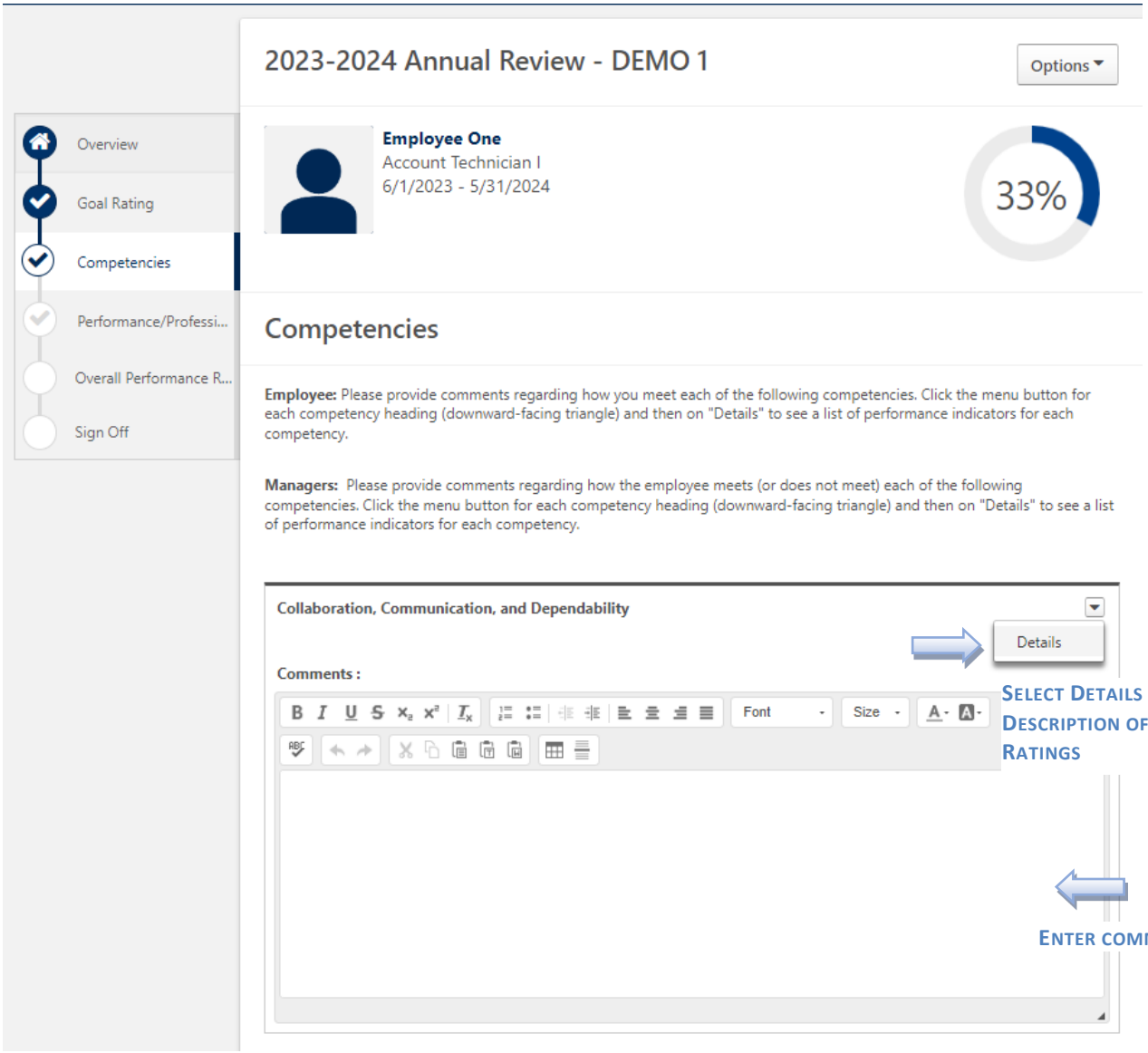
3. If you choose to modify the goal, you will be taken to this page. To adjust the progress, you can use the slider bar. Attachments and comments can be added to the goal as well. Choose Done when you are finished with any updates.



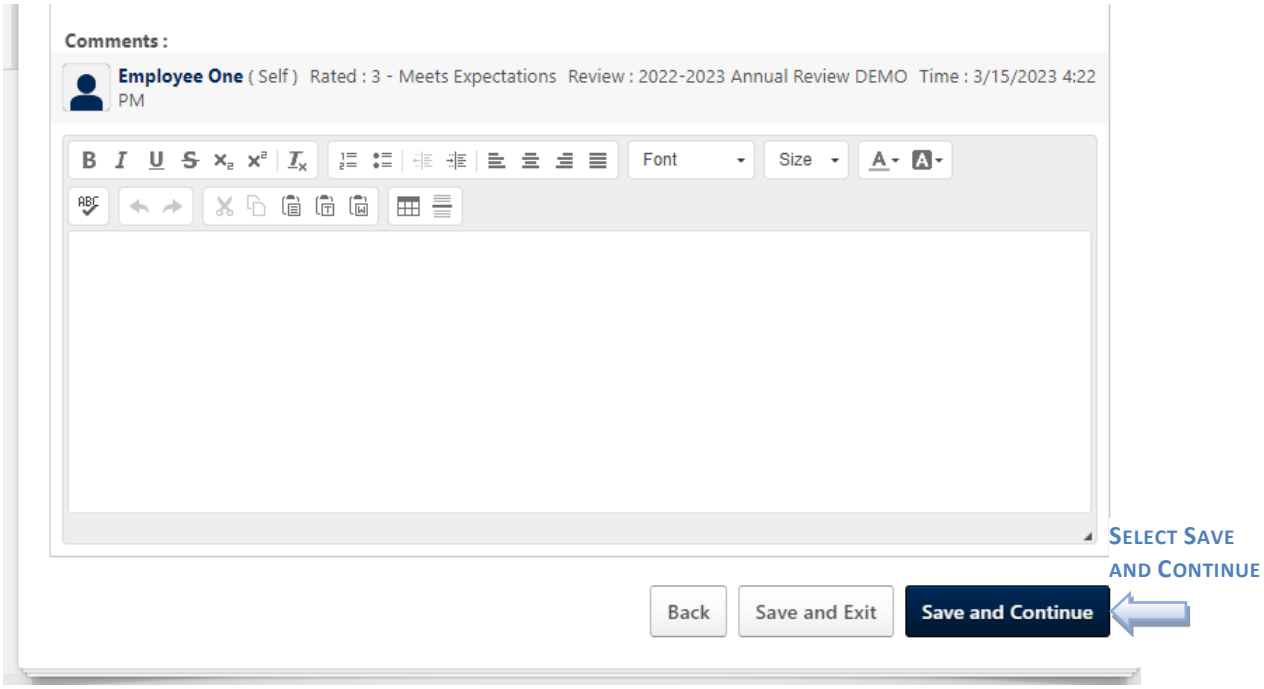
4. Once you have made any updates or added comments to the goals, press the Save and Continue button to proceed to the next page. You may choose to select Save and Exit to save your changes and return to the review at a later time.



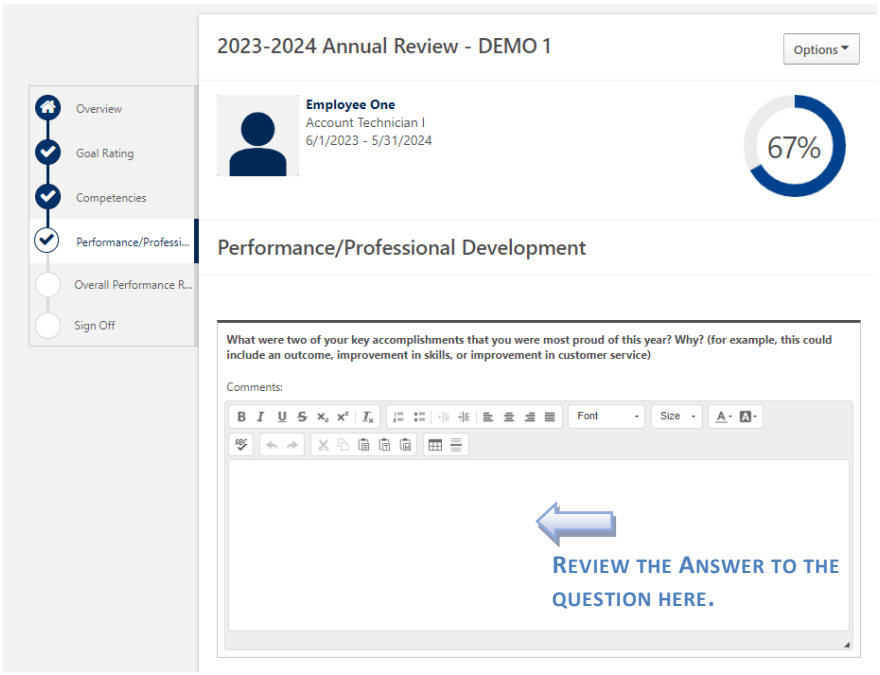
5. The next page lists the Competencies for this position type. For each Competency, you can review the employee's self-assessment and respond to their comments and/or add additional comments citing examples of performance indicators that demonstrate the employee's proficiency in each area. You can also comment on any performance indicators that you see as growth opportunities.



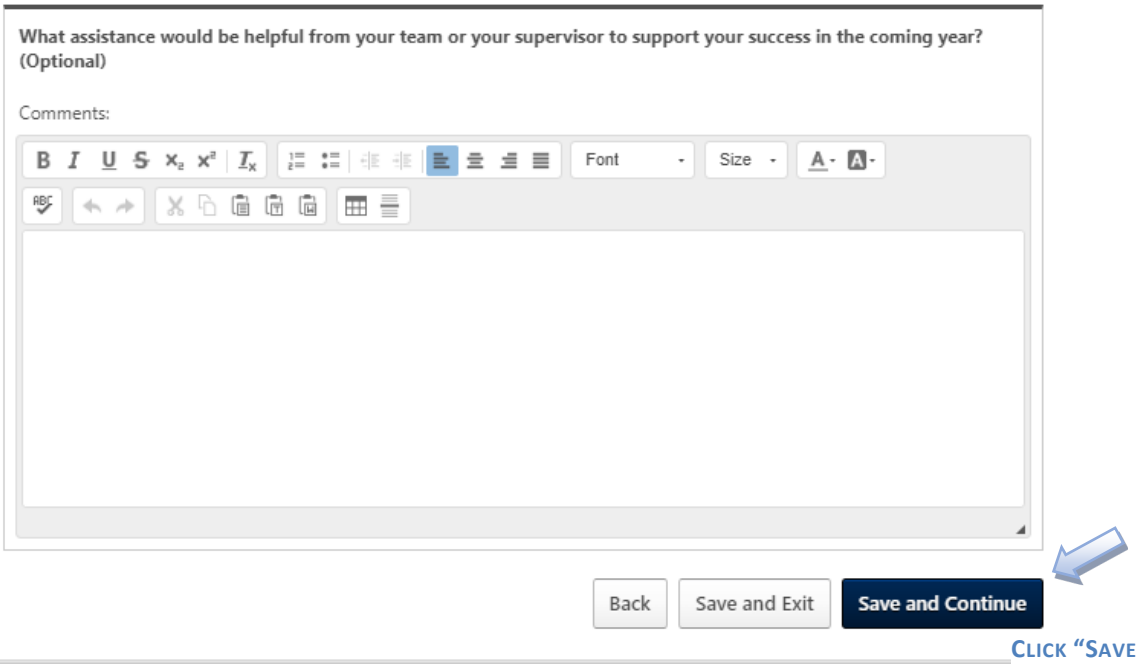
6. Once all three competencies have been reviewed, select the Save and Continue button to proceed to the next page.



7. The next page will ask you to review your employees' answers to the Performance and Professional Development questions. You can add any comments you wish on this page as well.

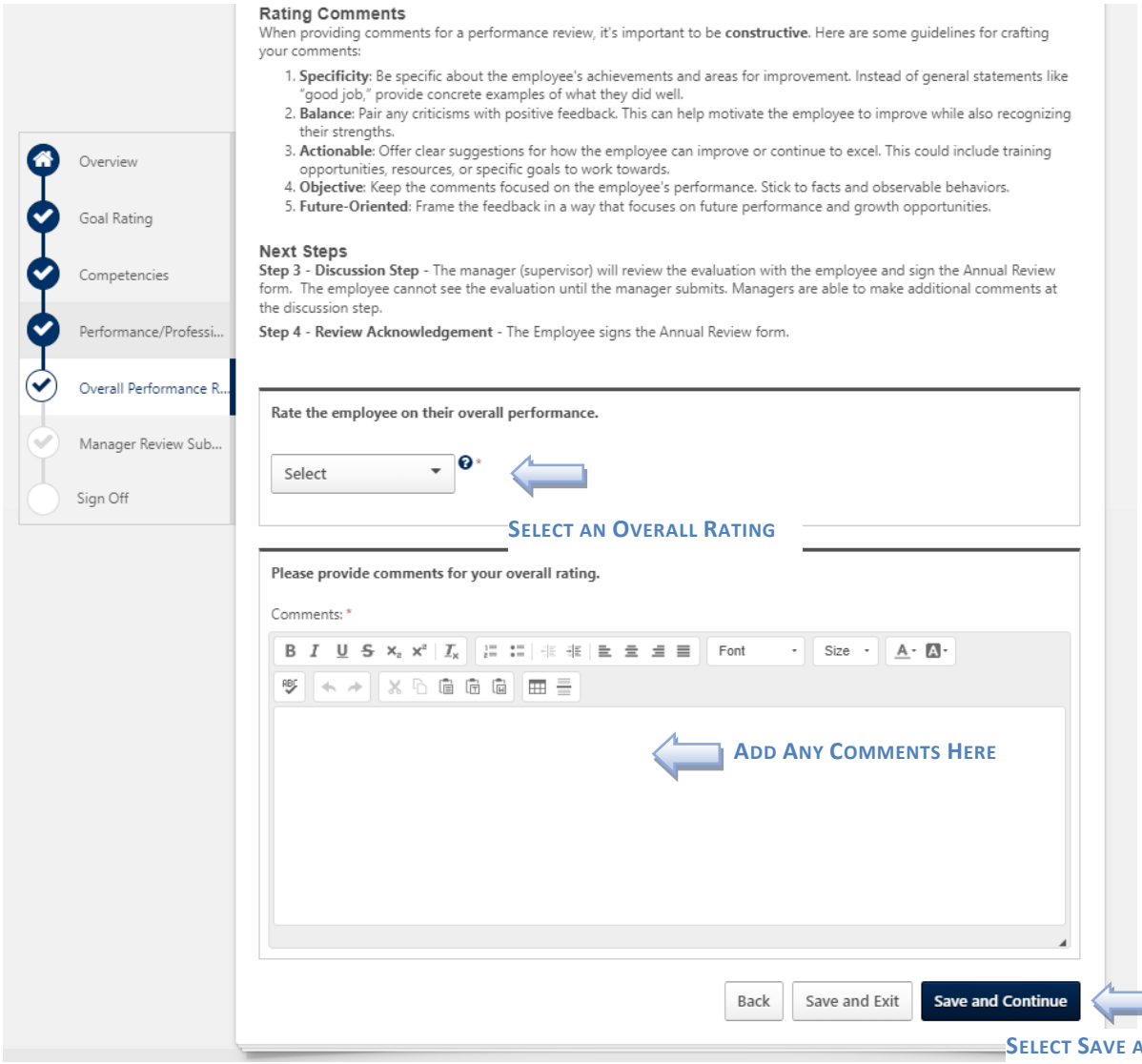


8. Press “Save and Continue” when you are finished reviewing this section.
    a. You can also click on “Save and Exit” if you are not finished and want to come back and make changes before submitting to your supervisor.



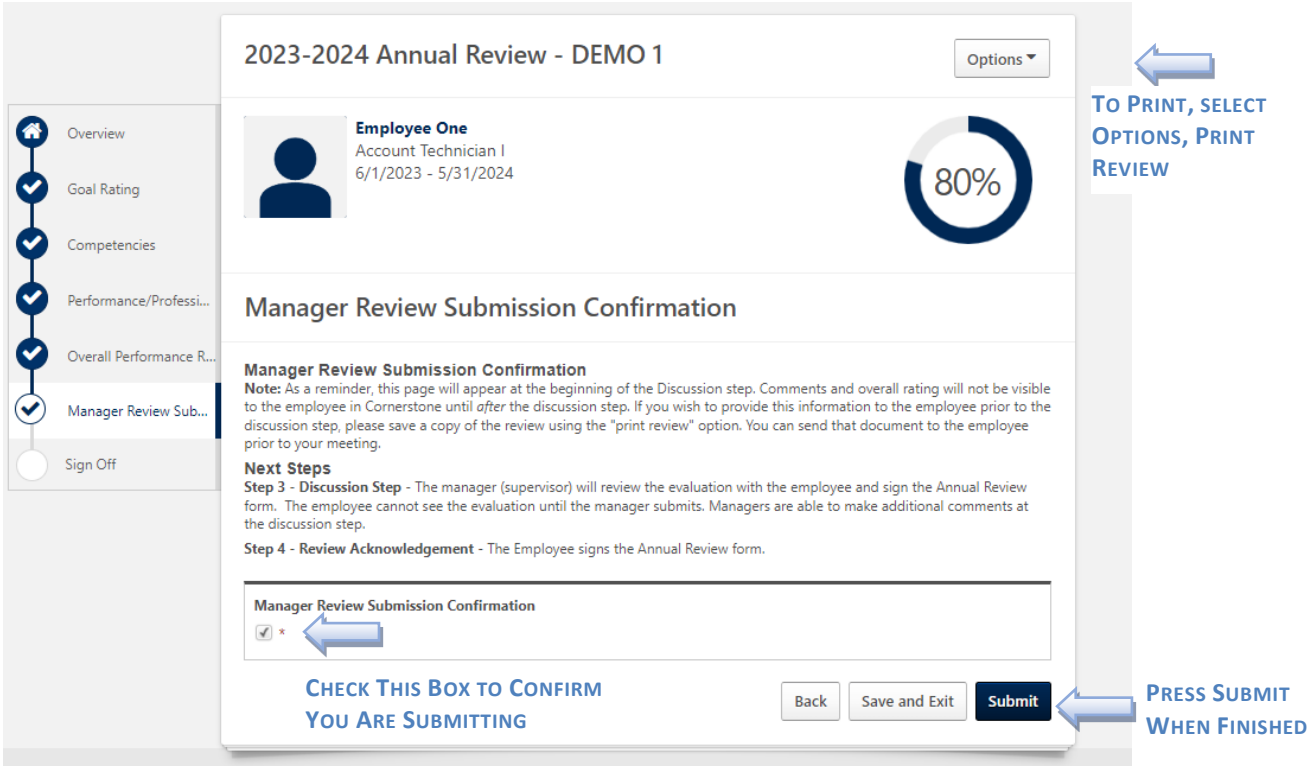
CLICK “SAVE AND CONTINUE”

9. The next page allows you to choose an overall performance rating. Once selected, choose Save and Continue to proceed to the Summary page. You may choose Submit now to proceed to the next step without reviewing the Summary page.



10. The summary page will average the ratings that you have given for the review as well as show the employee's self-review ratings. Press Submit to proceed to the Discussion step. The employee will not be able to view the review during this next step. If you wish to print the review at this time, you can choose Print Review under the Options drop-down. The Print Review and Print Reviewee options will generate the same result. This will download a PDF which can save and/or print.

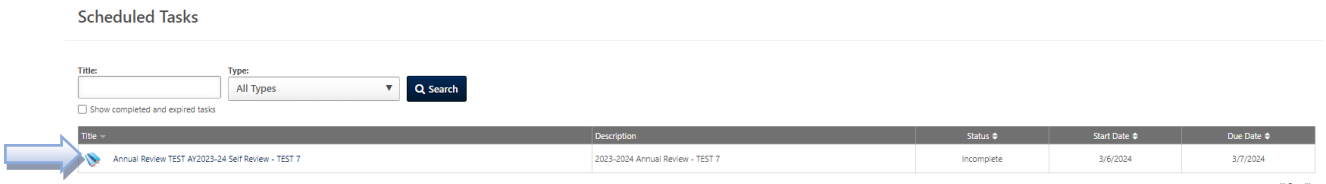
    You will need to click the "Manager Review Submission Confirmation" and click "Submit". Then, you will get a pop-up indicating you cannot modify once you have submitted. If there is a need to modify after you submit, please send email to ihr-hrais@illinois.edu. Press Submit to continue.



11. You will receive an email to let you know that Discussion Step has now been assigned. The employee does not currently have access to the review.

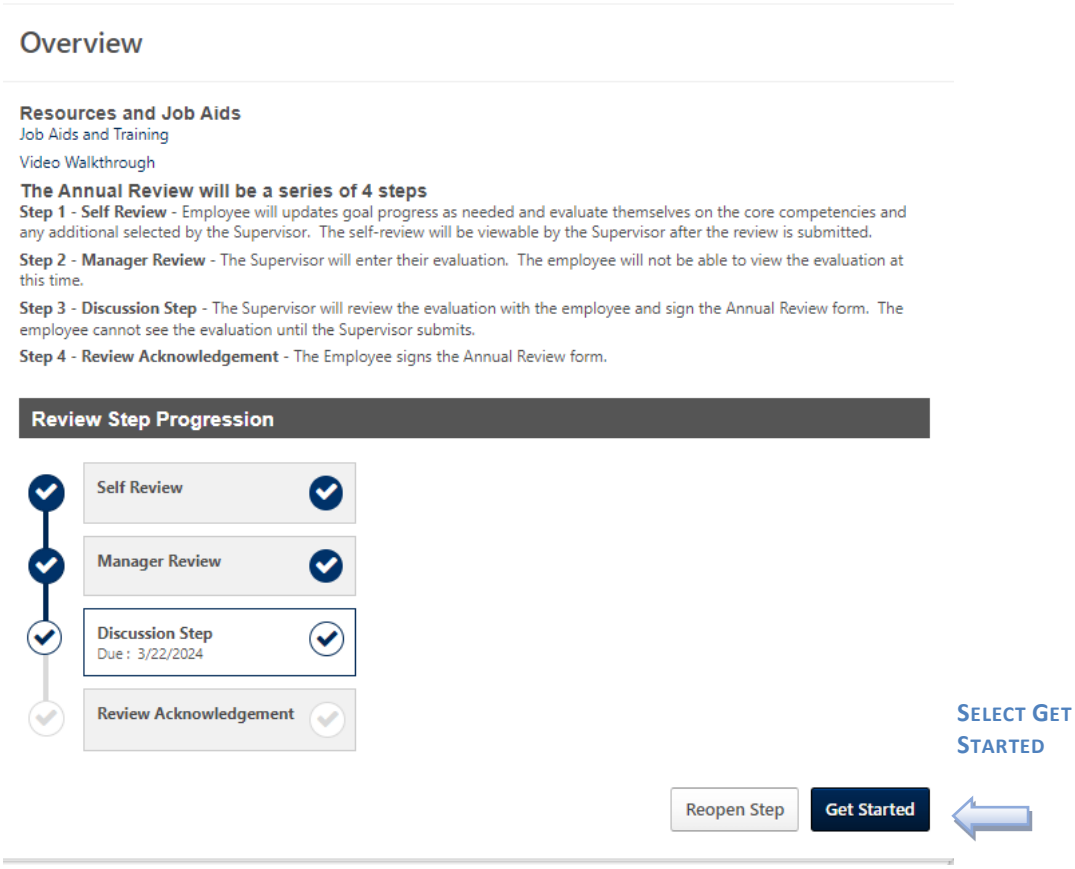
Complete the Discussion Step and Sign Off:

1. The Discussion Step occurs when you are meeting with the employee regarding their annual review. You will be able to make changes to goals, competency rating, overall rating, and comments during this step. The Discussion Step and Manage Review Step will have separate rating scores in the overall summary.
2. To access the annual review for the Discussion Step, return to Scheduled Tasks and choose the Annual Review.



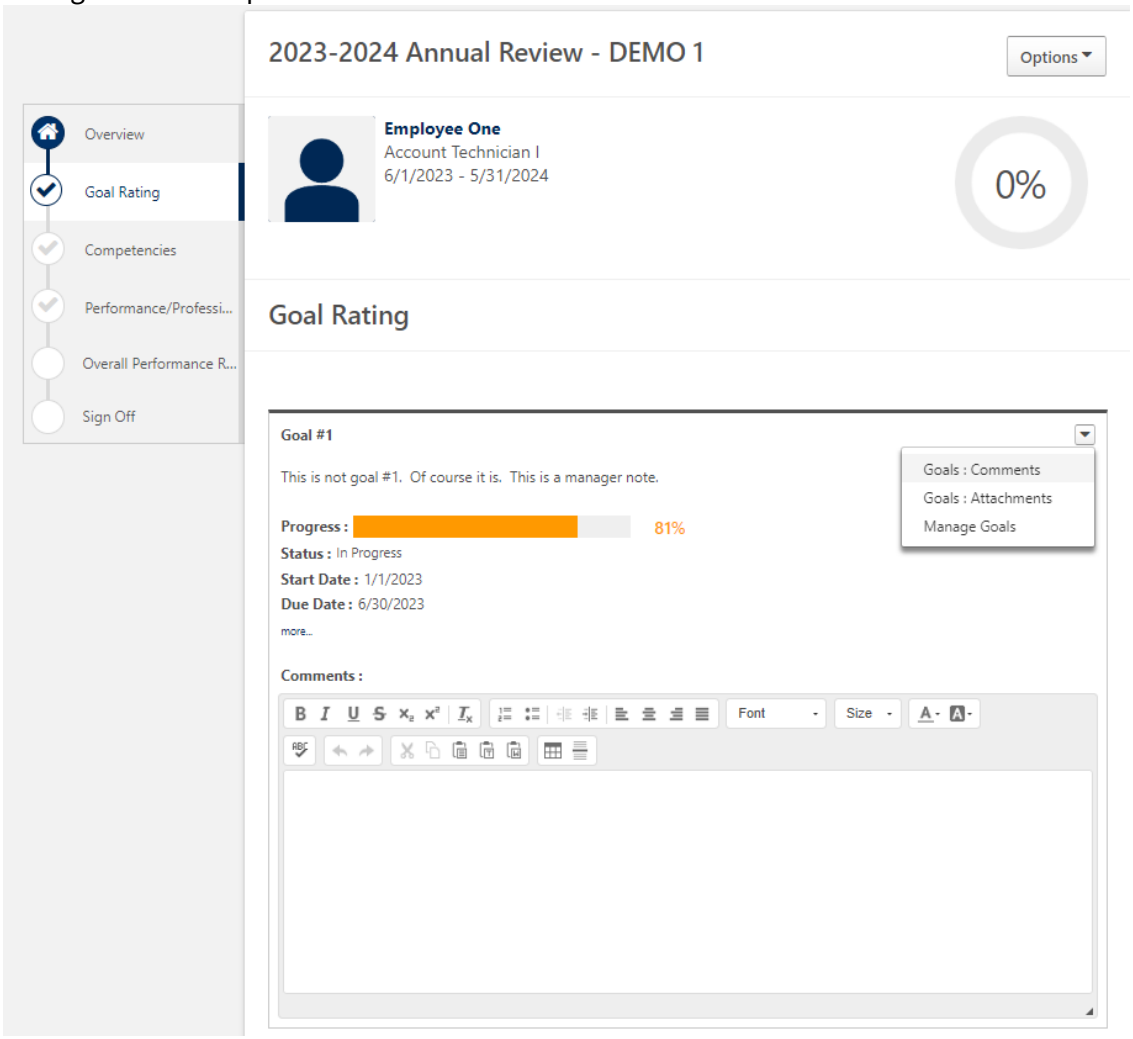
SELECT TASK

3. To begin the Discussion Step, press Get Started. You will notice there is a Reopen Step button as well. This is used to reopen the Self-Review step if needed. If you would like to print the review at this point, you can choose Options, Print Review.

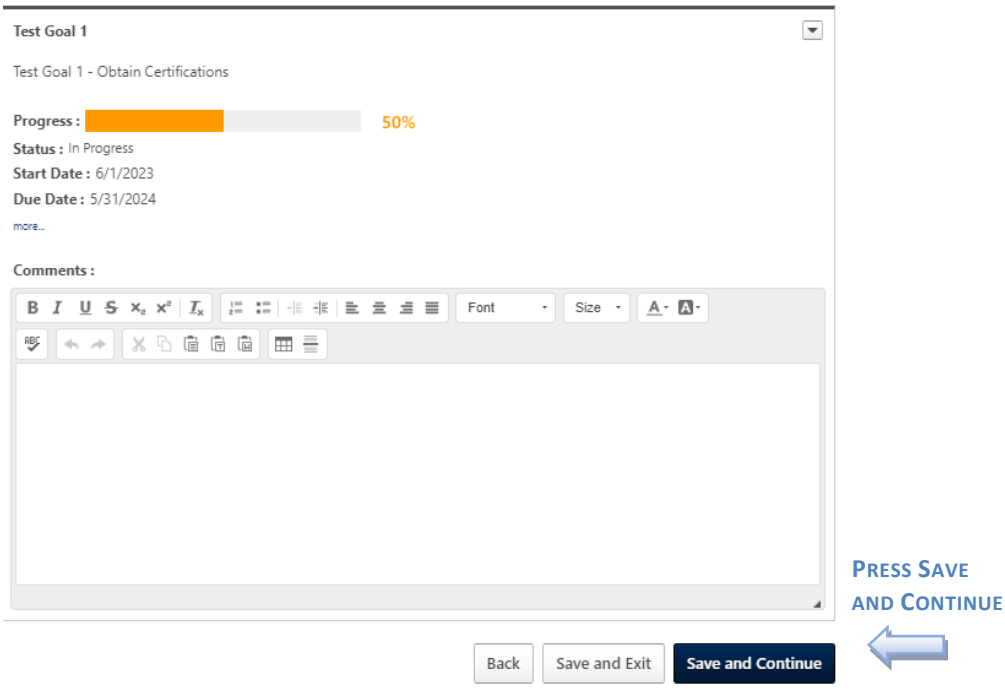


SELECT GET STARTED

4. Goal progress can be updated, and comments can be entered as desired just as they are in the Manager Review step.

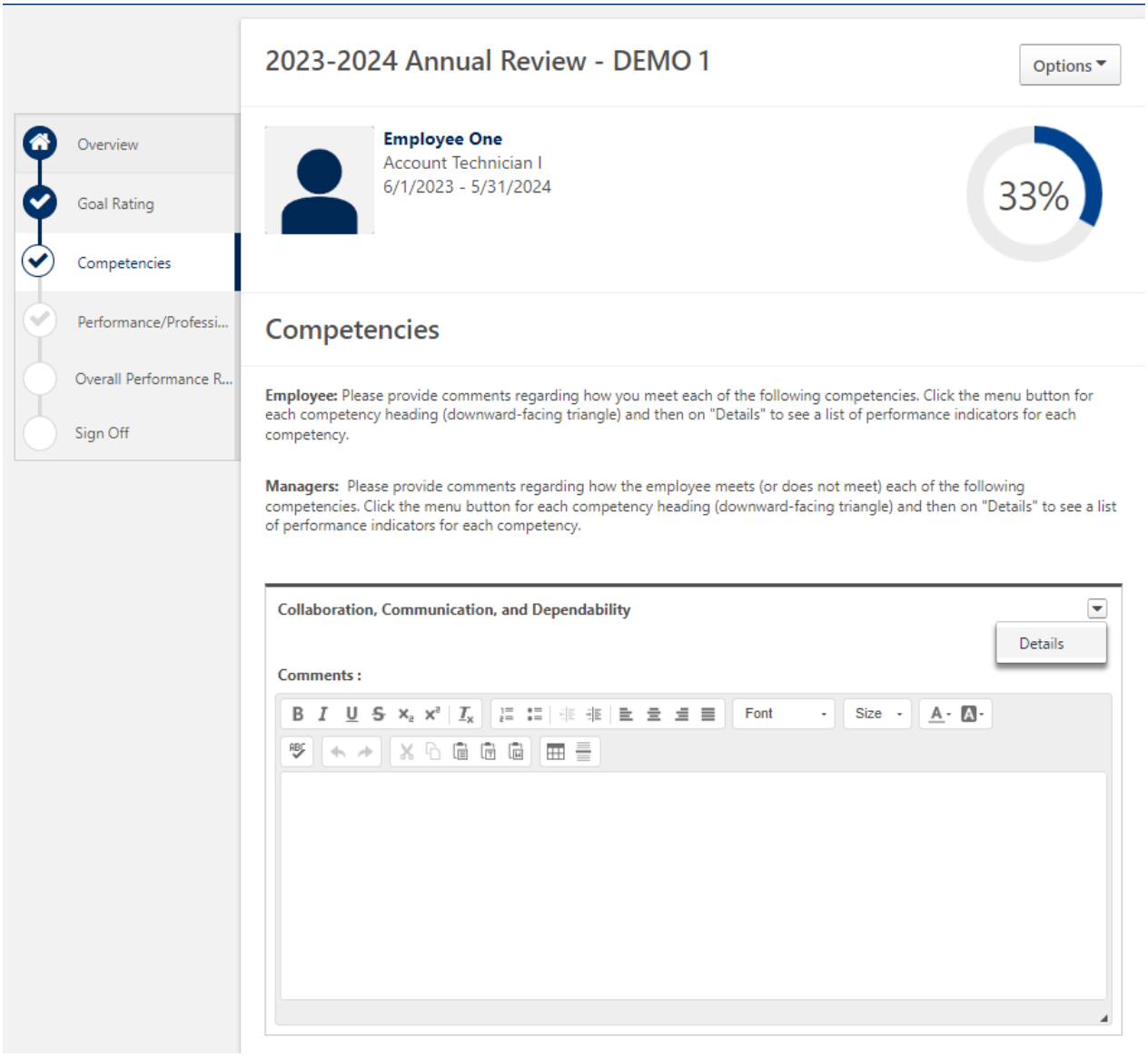


5. Press Save and Continue to proceed to the next page in the review.

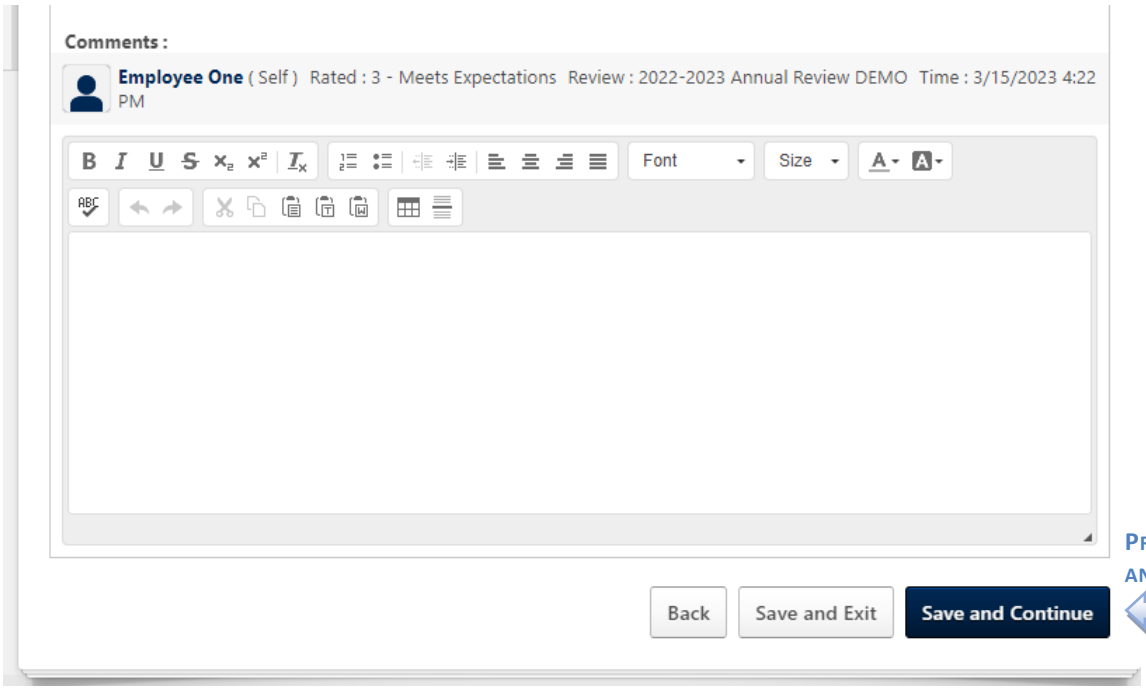


PRESS SAVE AND CONTINUE

6. Competency ratings can be modified, and comments entered as needed for each Competency just as in the Manager Review step.

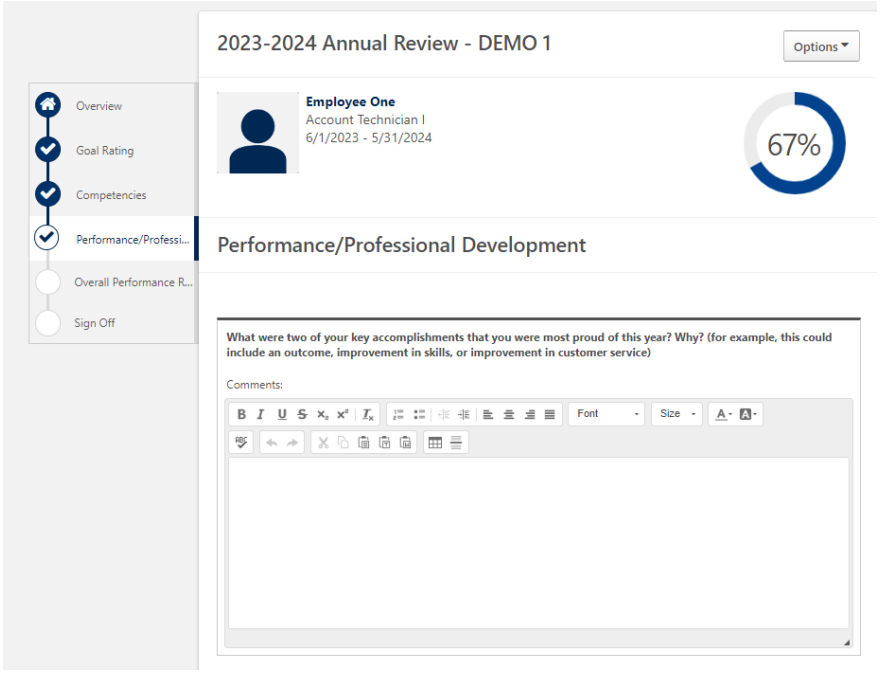


7. Press Save and Continue to proceed to the next page.

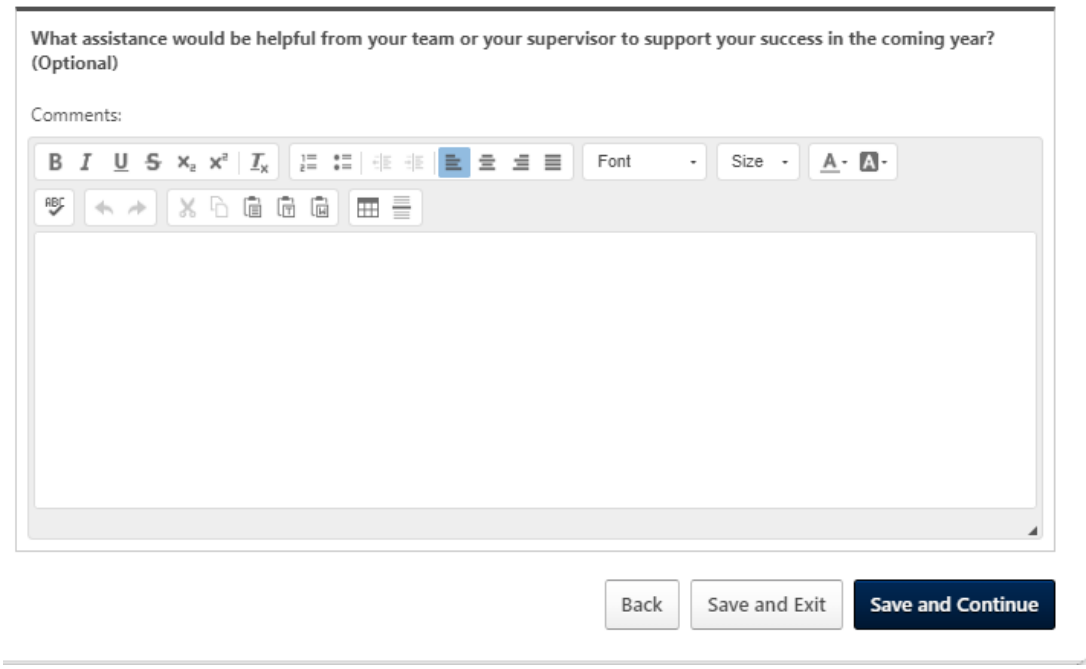


PRESS SAVE AND CONTINUE

8. The Performance/Professional Development questions and comments can be updated if desired.

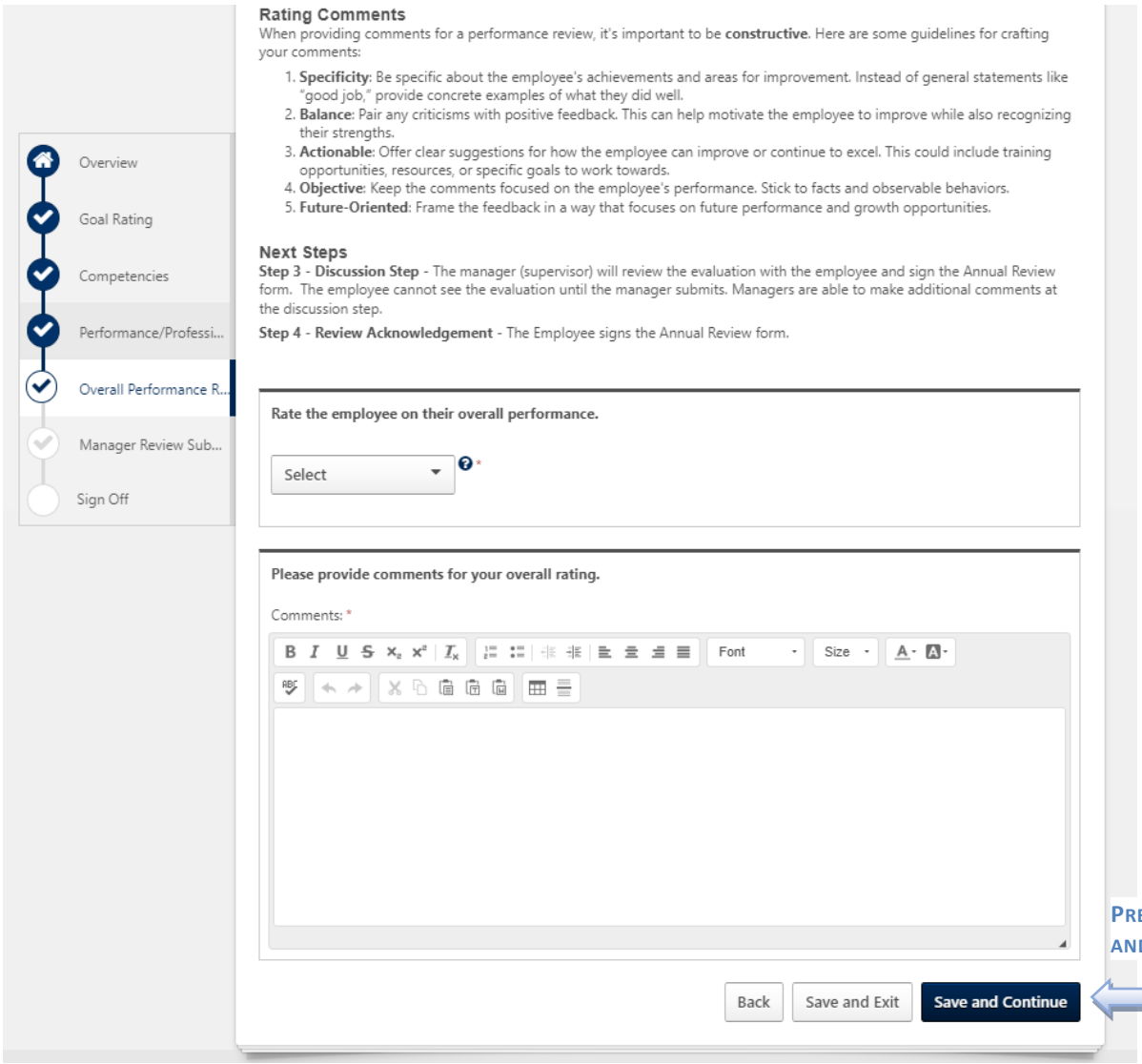


9. Press Save and Continue to proceed to the next page.



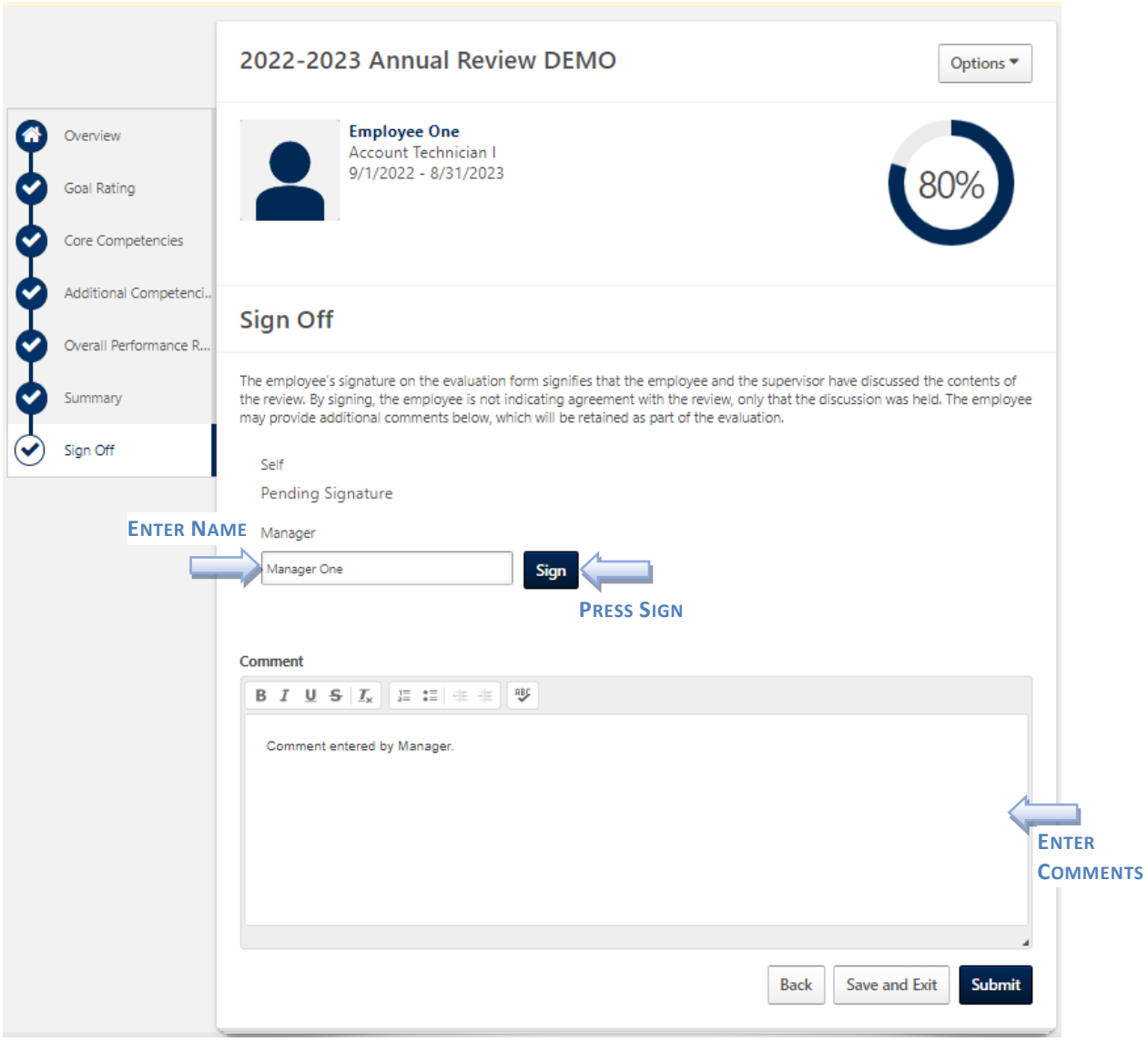
PRESS SAVE AND CONTINUE

10. The Overall Performance Rating can be updated if desired. Press Save and Continue when finished.

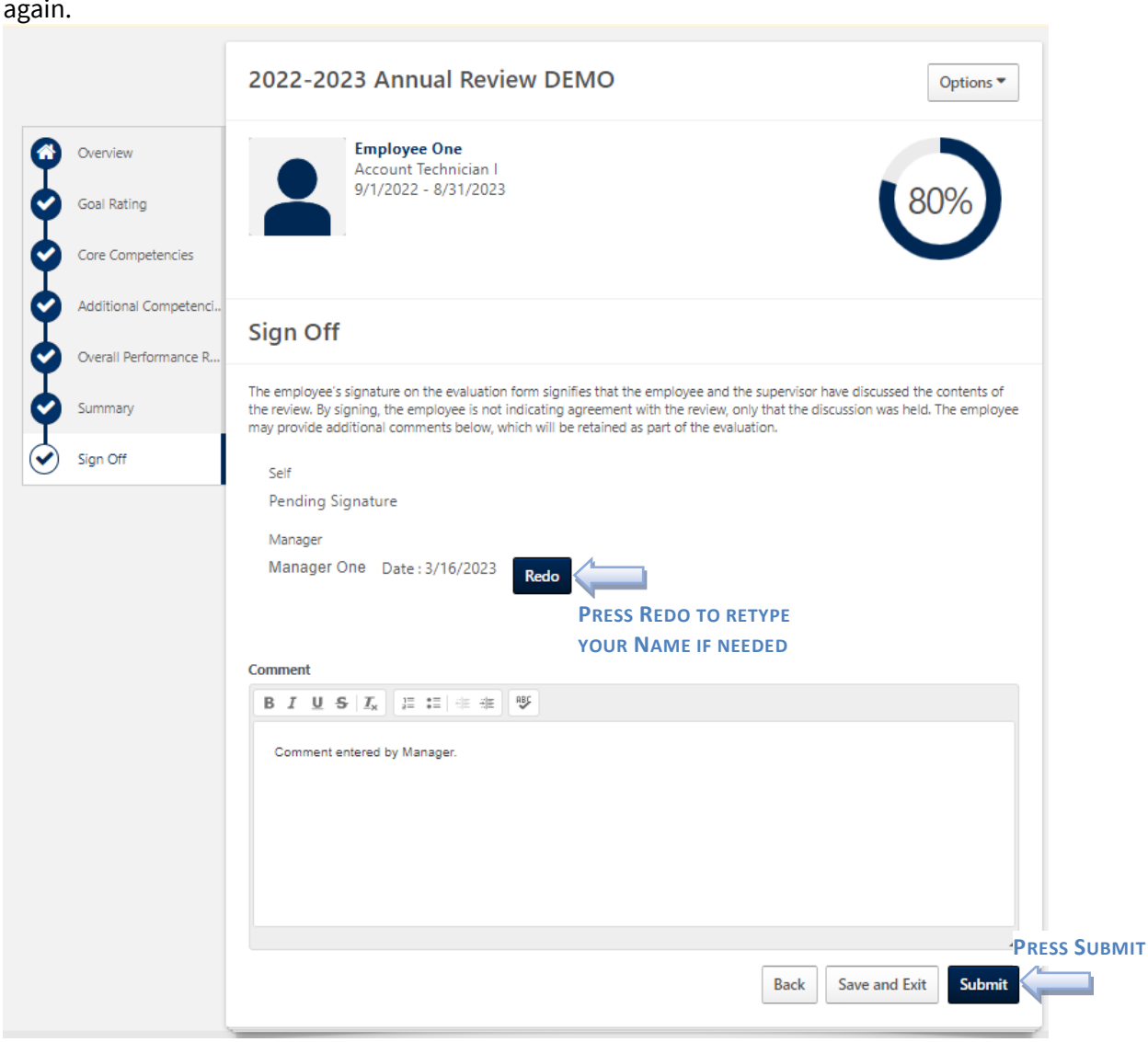


11. The Summary page has now been updated with the any ratings changes that were made during the discussion step. Click Next.

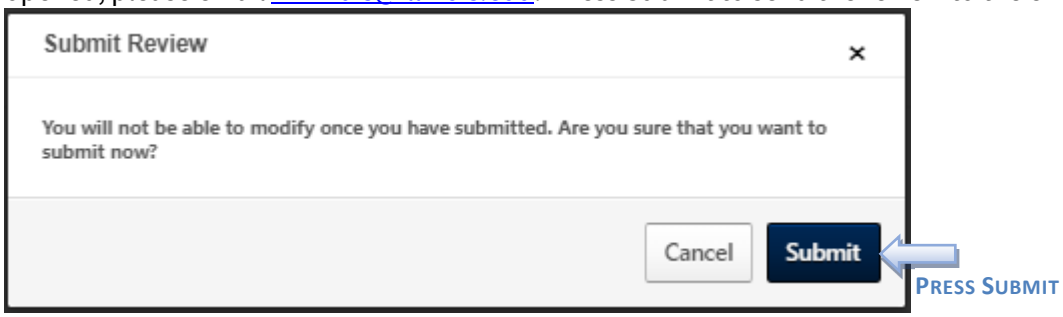
12. The next page is the acknowledgement page. Enter your name into the Manager box and press Sign. Enter any comments that you would like added to the review.


2022-2023 Annual Review DEMO
Options
Overview
Goal Rating
Core Competencies
Additional Competenci...
Overall Performance R...
Summary
Sign Off
Employee One
Account Technician I
9/1/2022 - 8/31/2023
80%
Sign Off
The employee's signature on the evaluation form signifies that the employee and the supervisor have discussed the contents of the review. By signing, the employee is not indicating agreement with the review, only that the discussion was held. The employee may provide additional comments below, which will be retained as part of the evaluation.
Self
Pending Signature
ENTER NAME
Manager
Manager One
Sign
PRESS SIGN
Comment
Comment entered by Manager.
ENTER COMMENTS
Back
Save and Exit
Submit

13. Press Submit when finished. This will send the review to the employee to acknowledge. Notice that you have a Redo button beside your signature in case you need to type your name in again.



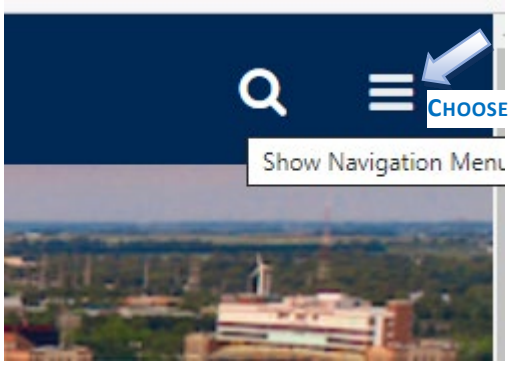
14. You will not be able to make changes after hitting the submit button. If you need a step re-opened, please email ihr-hrais@illinois.edu. Press Submit to send the review to the employee.



15. The employee will now receive an email that the Annual Review is ready for the Acknowledgement step. Once the employee has acknowledged their form, you and the employee will receive an email that the task is complete.

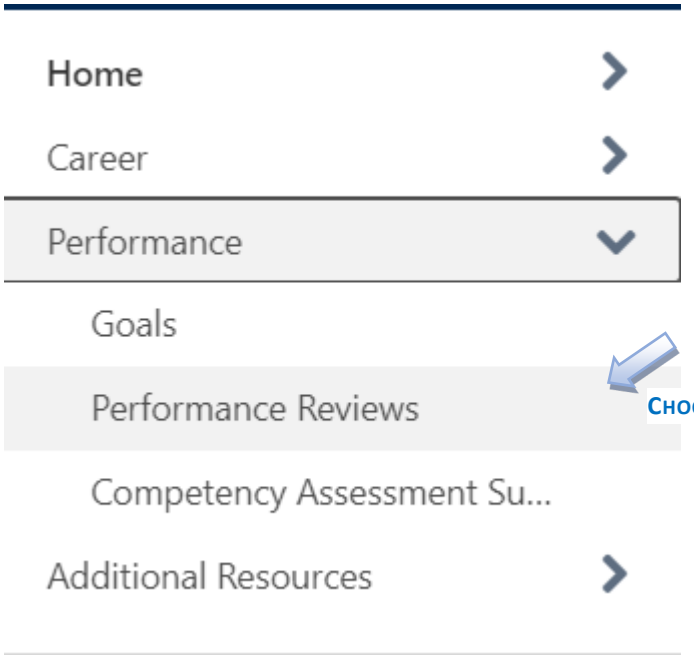
Access the Completed Annual Review:

1. To review the performance review at a later date, you can 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:



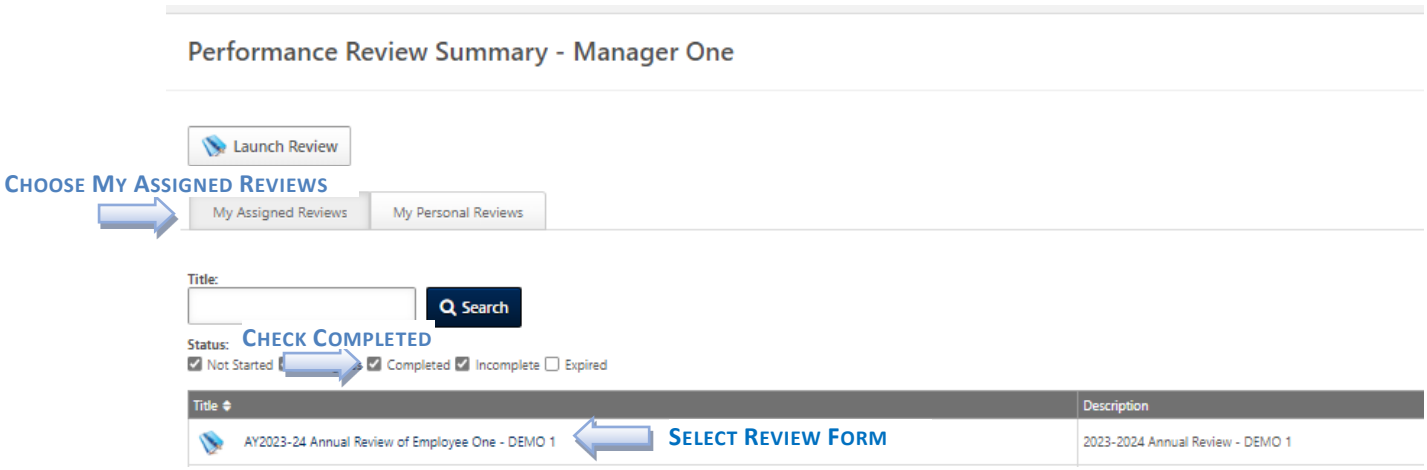
CHOOSE NAVIGATION (MAIN) MENU

        ii. Select Performance, Performance Reviews:



CHOOSE PERFORMANCE REVIEWS

2. On the Performance Review Summary page, the My Assigned Reviews tab, select the Completed status to view completed performance reviews. Click on the Review you would like to view. This will download a PDF document which you can then save or print.



Last Modified: March 25, 2024