

FAQs

Performance Management Pilot

1. How can I attach a document in the Cornerstone system?

Go into the annual review of the individual. In the top right corner, click the options drop down menu and then click attachments. In the box that comes up, you can choose up to 3 files to attach. Please note that there is a file size limit of 1MB – so, you may need to save a word document as a PDF in order for it to attach. (The PDF will decrease the size of the document.) Then click save.

2. How can I share the evaluation with my employee prior to meeting with them?

- This is not possible right now in the Cornerstone system as when the system was being built a decision was made not to allow this. So, if you want the employee to see their evaluation prior to conducting the evaluation, you will need to do one of the following: Print the evaluation and give it to them prior to conducting the evaluation. Go to Options, Print Review which will download a PDF that you can print.
 - Email the evaluation to the employee. Go to Options, Print Review which will download a PDF that you can attach.
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3. How can I access evaluations that have already been completed?

Completed reviews can be accessed in a couple of ways:

1. Under Scheduled Tasks, check the Show completed and expired tasks that is directly under the search filters.
 2. Under Performance, Performance Reviews, check the Completed box under the search filters in the My Assigned Reviews.
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4. Why don't I see the goals that I previously entered in the evaluation form?

If the goals task was not completed, they will not pull into the evaluation form. Although it is not required, you may finish your goals and have them pull into your evaluation form. To access your goals, go to Performance, Goals. If the status of your goals is Draft, complete your goals by editing and submitting.

5. How can I get help if I have a question as I am completing the appraisals for my team?

Send an email to ihr-hrais@illinois.edu and someone on the HRAIS team will get back to you as soon as possible. By sending your question to this inbox rather than to a specific person, we are able to respond more quickly regardless of planned vacations of some of our key team members.

