



Goal Maintenance

Cornerstone Performance – Goals – Employee View:

- Use this job aid to learn how to:
 - Access the Goals Menu
 - Create and Maintain Goals
- If you have any questions, please contact ihr-hrais@illinois.edu.

How to Access the Cornerstone System:

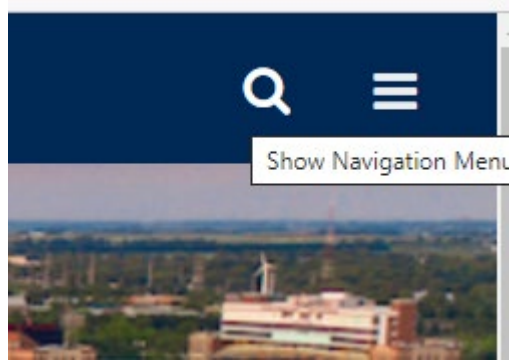
Use either of these options to access Cornerstone.

<ol style="list-style-type: none">1. Open internet browser and go to: apps.uillinois.edu2. Select Cornerstone - Urbana (found on the Human Resources card)3. Log in to Cornerstone using your net ID and password.	<ol style="list-style-type: none">1. Open internet browser and go to: jobs.illinois.edu2. Select Current Employees3. Log in to Cornerstone using your net ID and password.
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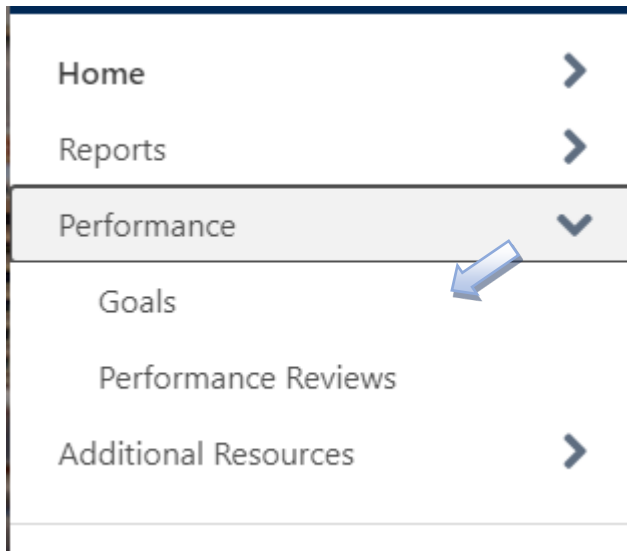
Access Goals:

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

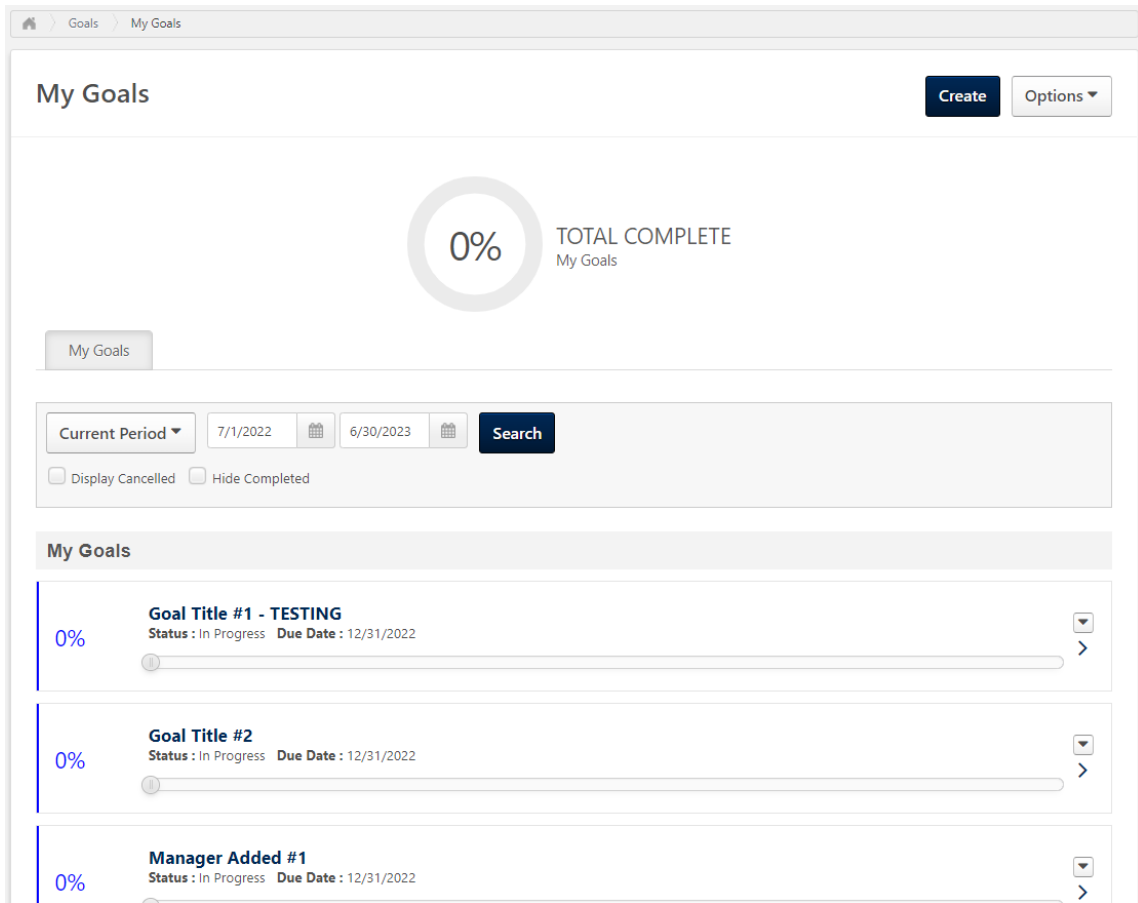
- a. Select the menu:



- b. Click on "Goals"

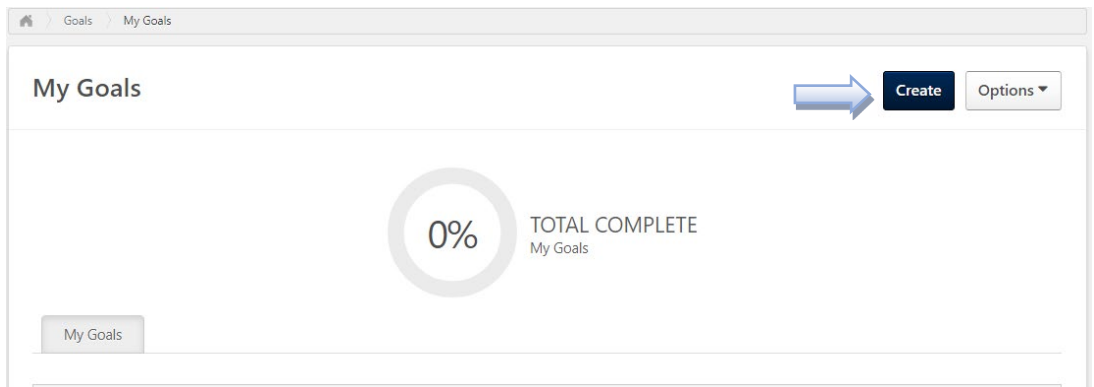


2. On the Goals page, you will be able to see all the goals that were added previously.

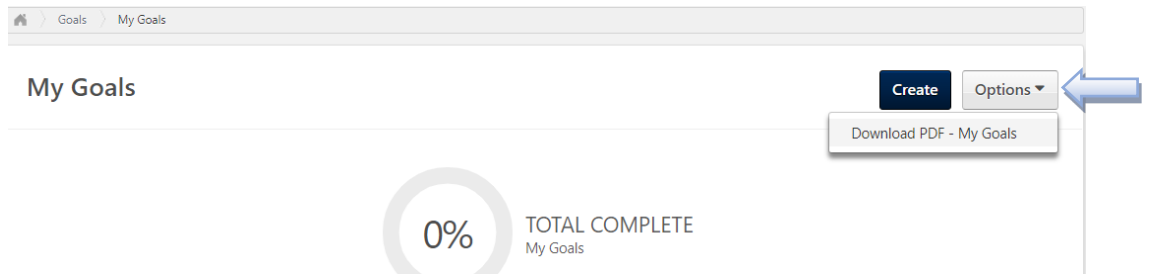


3. On this page you can:

- a. Create new goals. New goals added will be sent to your manager for approval.



- b. Download your goals to a PDF document.



- c. View the details of your goal by select the right arrow at the end of the scroll bar.



- d. Edit, Copy, Cancel or View History of the goals. Added, modified, or canceled goals will be sent to your manager for approval.



- e. Record progress on the goal by using the slider bar

The screenshot displays the 'My Goals' interface. At the top, there is a 'My Goals' header with 'Create' and 'Options' buttons. Below this is a circular progress indicator showing '2%' 'TOTAL COMPLETE My Goals'. A 'My Goals' tab is visible. The main content area includes a 'Current Period' dropdown set to '7/1/2022' with a calendar icon, a date range '6/30/2023' with a calendar icon, and a 'Search' button. There are also checkboxes for 'Display Cancelled' and 'Hide Completed'. Below this is a list of goals. The first goal is 'Goal Title #1 - TESTING' with a status of 'In Progress' and a due date of '12/31/2022'. It shows a progress bar at 7% and a slider bar with a blue arrow pointing left, labeled 'MOVE SLIDER BAR TO RECORD PROGRESS'. A dropdown arrow is on the right of the goal entry.

1. To create a goal:
 - a. Enter the title of your goal
 - b. Enter a description for your goal
 - c. Enter the start date and due date
 - d. Attach documents if you have them
 - e. Press the submit button (press cancel to return to the previous screen without saving)

Create Goals

Enter details.

All fields marked "*" are required

Title *

A. ENTER TITLE



Description

B I U S I_x **☰ ☷ ☰ ☷** **ABC**

B. ENTER DESCRIPTION



Start Date

Due Date *

C. ENTER DATES



Attachments

Choose File

D. ATTACH FILE (IF NEEDED)



Upload up to 3 attachments. Maximum upload 1MB

Assignment *

Select which users or OUs this goal should be assigned to.

Yourself Your team

E. PRESS SUBMIT

Cancel

Save as Draft

Submit



Last Modified: November 3, 2023