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EMPLOYEE SERVICES

# Cornerstone: Frequently Asked Questions

## Employee Questions

This guide lists some frequently asked questions and answers. If you have a question about Cornerstone that is not listed here, please use our Feedback Form to submit a question, share your experience, or report a technical issue. We want to hear from you and help you to optimize the system.

## Questions & Answers:

**Q: How do I access Cornerstone?**

A: Users of Cornerstone have single sign-on functionality to the system through the employee portal. The Cornerstone tile can be found under Business Tools within the portal.

**Q: What happens when a new employee is hired?**

A: During the onboarding process, System HR will show the new employee how to access Cornerstone and how to create a goal. If the employee will be supervising other employees, additional training will be set-up within the first couple weeks of hire.

**Q: Who should I contact with Cornerstone questions?**

A: All Cornerstone related questions, technical issues, and suggestions should go to System HR. We are asking everyone to use the Feedback Form, so all feedback can be kept in one central location. We will use your feedback to evolve the configuration of Cornerstone.

**Q: Where can training materials be found?**

A: Resources for Cornerstone and related performance management items can all be found on the Cornerstone webpage.

**Q: Once I submit a goal, what happens?**

A: After a goal is submitted, your goal is displayed on your My Goals page with a status of Pending Approval. After you have created and submitted all your goals, click the Send Approval Request button located at the top right of your My Goals page. The system emails your supervisor that there are goals needing approval. Your supervisor can also see an approval request in the My Inbox section of their Cornerstone welcome page. Once your goals are approved, their status will change to On Track.

**Q: Can you modify a goal throughout the performance cycle? How?**

A: Yes, as departmental and personal needs change throughout the performance cycle, we encourage employees to update goals accordingly. After modifying goals, submit them to your supervisor for approval. Refer to the Step-by-Step Guide for instructions on how to modify goals.

**Q: What is the maximum weight?**

A: Your goals should equal a total of 100%. However, the system is not going to stop you if you are below or above 100%. You may modify goals and their weights as necessary throughout the performance plan cycle.

**Q: What does “Weight” mean and how do you determine the “Weight” of a goal?**

A: Weights are intended to acknowledge the amount of time and/or effort it may take you to accomplish a specific goal. You should work with your supervisor to define the weight based on the amount of time and priority it has when factoring it against your daily job and your other goals.

**Q: Are adding tasks to a goal optional?**

A: Yes, tasks are optional. However, we encourage all users to use this feature to help outline the measurable milestones of the goal. This is a good way to assess progress towards goal completion.

**Q: Will the final evaluation continue to be the current 5-point rating scale?**

A: The final evaluation scale will remain the same per Regent Policy 11-C. Goals will be rated individually on a 1-5 scale and an overall score will be given during the final evaluation meeting.