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 ensure you are optimizing the use of the system.

Questions & Answers:

Q: How do I access Cornerstone?

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

Q: What happens when a new employee is hired?

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: What if I was hired towards the end of the performance cycle?

Employees who are hired on or after December 1st are not required to create goals nor participate in the final evaluation activity.

Q: Who should I contact with Cornerstone questions?

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?

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

- Learning and Microlearning guides on managing employee performance, feedback, and goal setting
- Overall step-by-step guide
- One-page overviews of all three activities: goal planning, mid-year review, and final evaluation
- Recorded webinars/videos on creating goals, tracking goal process, and the final evaluation
- FAQ (frequently asked questions)
- Creating goals in Cornerstone simulation

Q: Once I submit a goal, what happens?

After a goal is submitted, your goal will live on your My Goals page. The status of your goal will be pending approval. After you have created and submitted all your goals, you will need to click the Send Approval Request button at the top-right corner of your My Goals page. Your supervisor will receive a goal approval notification email and also see an approval request in their My Inbox section on their Cornerstone welcome page. Once your goals are approved your status will change to On Track.

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

Yes, as departmental and personal needs change throughout the performance cycle we encourage employees to update their goals accordingly. Once modifications are made, goals will be submitted to supervisor for approval. Refer to the Step-by-Step Guide to see how to make modifications to goals.

Q: Are adding tasks to a goal optional?

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: What happens if visibility is checked when creating a goal?

If visibility is checked for a particular goal, any direct reports on your team will be able to see the goal and its progress (if applicable).

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

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.