University Staff in select System Administration departments are using the Cornerstone performance management system.

- Advancement
- CU Health Plan (Trust)
- Employee Services
- Executive Leadership Team

- Office of Digital Education
- Office of Information Security
- Procurement Service Center
- University Information Services
- Internal Audit

Why Cornerstone for performance management?

Cornerstone will better support our efforts to improve talent management. Establishing individual employee goals and aligning them with department goals not only enhances performance, but builds collaborative relationships between employees, teams and their supervisors focused on using dialogue and feedback as developmental tools. All goals, updates and comments will be gathered into the end-of-year final evaluation.
Purpose

- Move away from a manual paper process.
- Facilitate more frequent and meaningful conversations between employees and supervisors about goal alignment, performance and employee development.
- Ensure performance ratings are based on a defined performance plan with goals.
- Align individual goals with existing departments goals.
- Provide single sign-on through the employee portal, which allows users to access the system at any time to create and update goals and tasks, and record goal completion.

Resources

Cornerstone Trainings & Guides

- Step-by-step guides
Activity overviews
  ○ Goal planning [3]
  ○ Mid-year review [4]
  ○ Final evaluation [5]
  ○ Final evaluation- executive team [6]

- Webinars/ Video Presentation
  ○ Goal and performance planning activity (4 minute video) [7]
  ○ Creating my goals [8]
  ○ Tracking goal progress [9]
  ○ Final evaluation [10]

- Other
  ○ Creating goals in Cornerstone simulation [12]
  ○ Frequently asked questions [13]
  ○ Tips for selecting 360 feedback reviewers [14]

Learning Guides


Microlearning guides

- Feedback [16]
- Goal setting [17]

Giving and Receiving Feedback

- Engaged feedback checklist [18]
- Handling difficult feedback [19]
- How to get more honest feedback from your direct report [20]
- How to give reinforcing feedback [21]
- How to give redirecting feedback [22]
- How to receive feedback [23]

Professional Development

- Resources [24]

Feedback

Cornerstone is new to System Administration. That's why we would like
you share your experiences with the tool. We will use your feedback to ensure Cornerstone is meeting the users' needs. Please share your feedback. [25]

Rating Score

Definitions for mid-year review rating scores are below.

- Exceeding Expectations
- Meeting Expectations
- Below Expectations

Exceeding Expectations: The employee has performed above expectations and has demonstrated a very high level of quality relating to job duties, goals, and competencies. Goals may be ahead of schedule and the employee may have taken on new duties.

Meeting Expectations: The employee fulfills performance expectations regularly. The employee’s job duties, goals, and competencies are on track.

Below Expectations: The manager and employee have identified and discussed areas of improvement for the remainder of the performance cycle. This could include goals that are behind schedule, job duties that are not being completed effectively, or performance issues related to behavior or competencies.

Per Administrative Policy #5009, definitions for final evaluation rating scores are below.

- Outstanding (5)
- Exceeding (4)
- Meeting (3)
- Below (2)
- Fails to Meet (1)
5- Outstanding: Far exceeds performance expectations on a consistent and uniform basis. Work is of exceptional quality in all essential areas of responsibility. In addition, makes an exceptional or unique contribution in achievement of unit, department, and University objectives.

4- Exceeding Expectations: Always achieves performance expectations and frequently exceeds them. Demonstrates performance of a very high level of quality in all areas of responsibility.

3- Meeting Expectations: Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality in all significant areas of responsibility.

2- Below Expectations: Frequently fails to meet expectations and improvement is needed in these areas.

1- Fails to Meet Expectations: Consistently fails to meet expectations and improvement is needed in most aspects of position.

Groups audience:
Employee Services

Source URL: https://www.cu.edu/employee-services/collaborative-hr-services/cornerstone

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cornerstone
[12] https://www.cusys.edu/benefits/cornerstone/
[16] https://www.cu.edu/employee-services/career-advancement-learning/learning/learning-guides/feedback-microlearning