Cornerstone - Adding Objectives for New Employees

> (!) Not sure what needs to be included in the employee's plan? Check out these two guides...

1 Professional Administrative Staff Overview:
www.unco.edu/organizational-development/pdf/cor...

2 Classified Staff Overview: www.unco.edu/organizational-development/pdf/cor...

3 Once you know what to add to the plan, navigate to Cornerstone - cornerstone.unco.edu
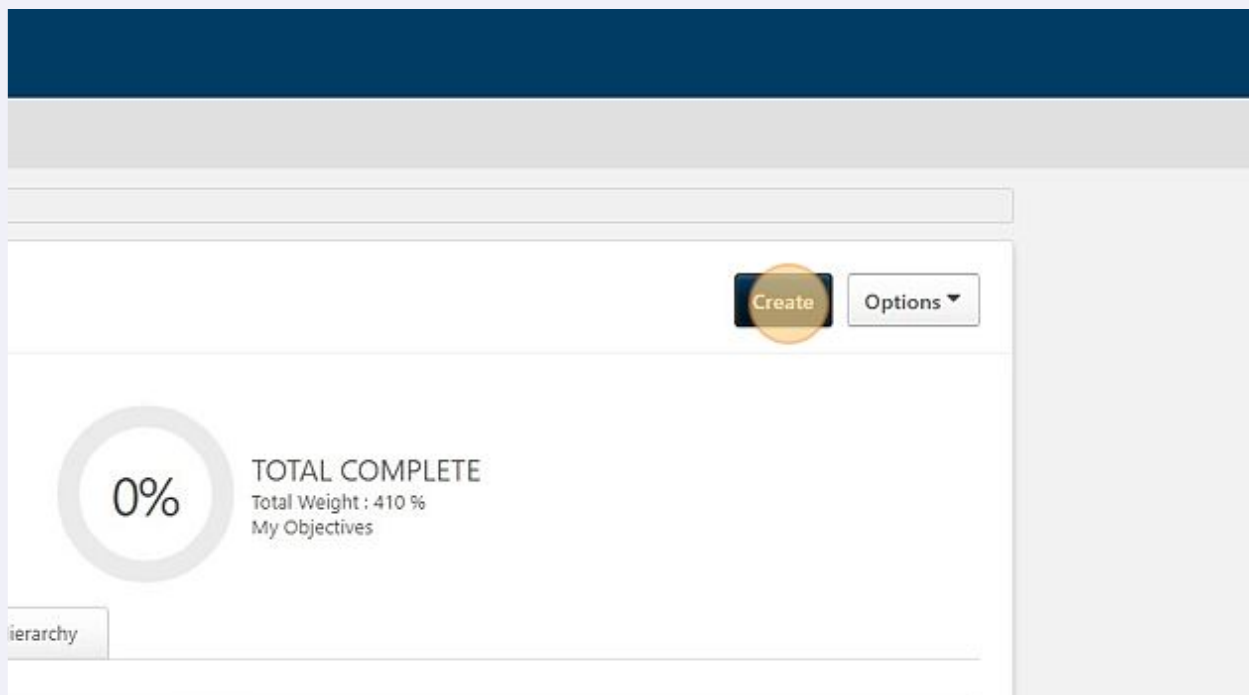
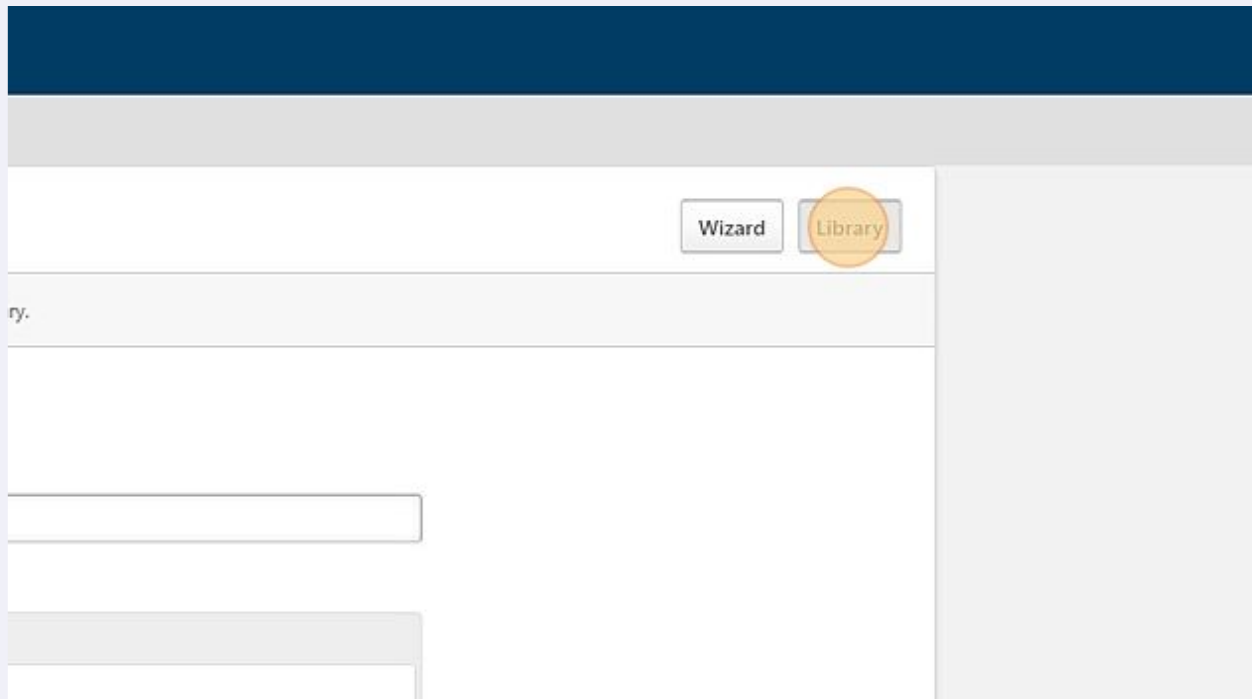**4**   Click the dropdown menu (top right corner).

5   Click "Performance"

Home   ∨
    Welcome
    Scheduled Tasks
    Universal Profile
Performance   >
Succession   >
Reports   >
Recruit   >

⚙ My Account
? Help
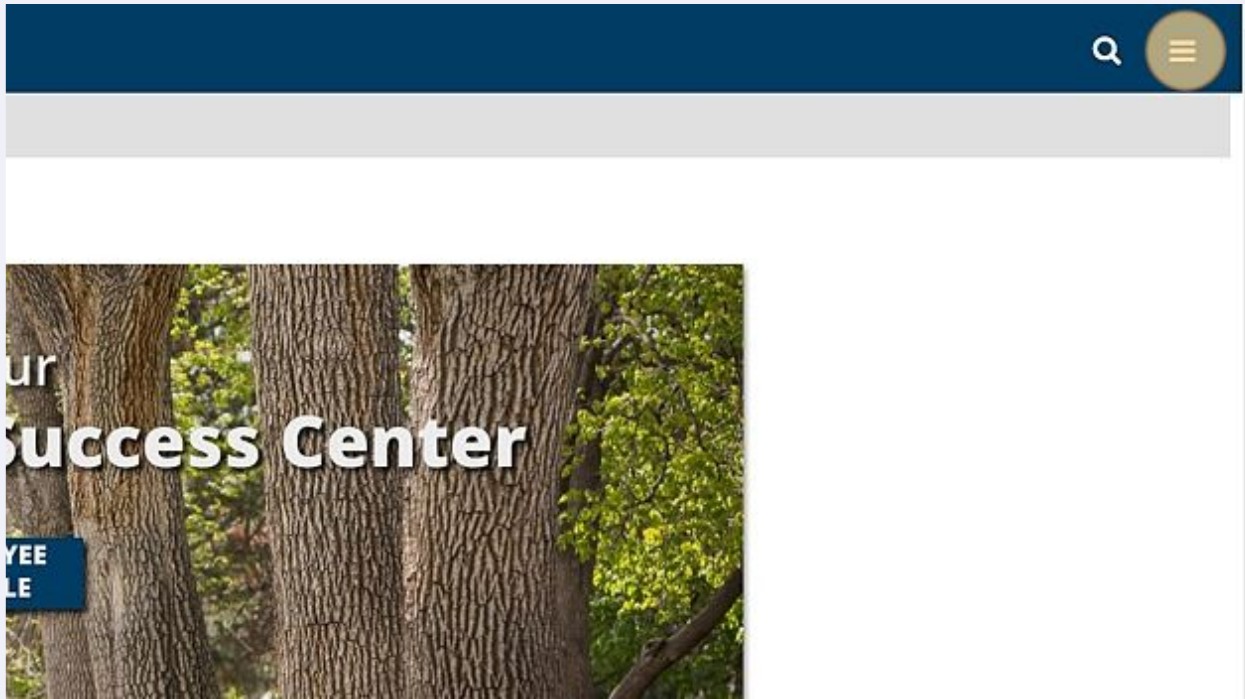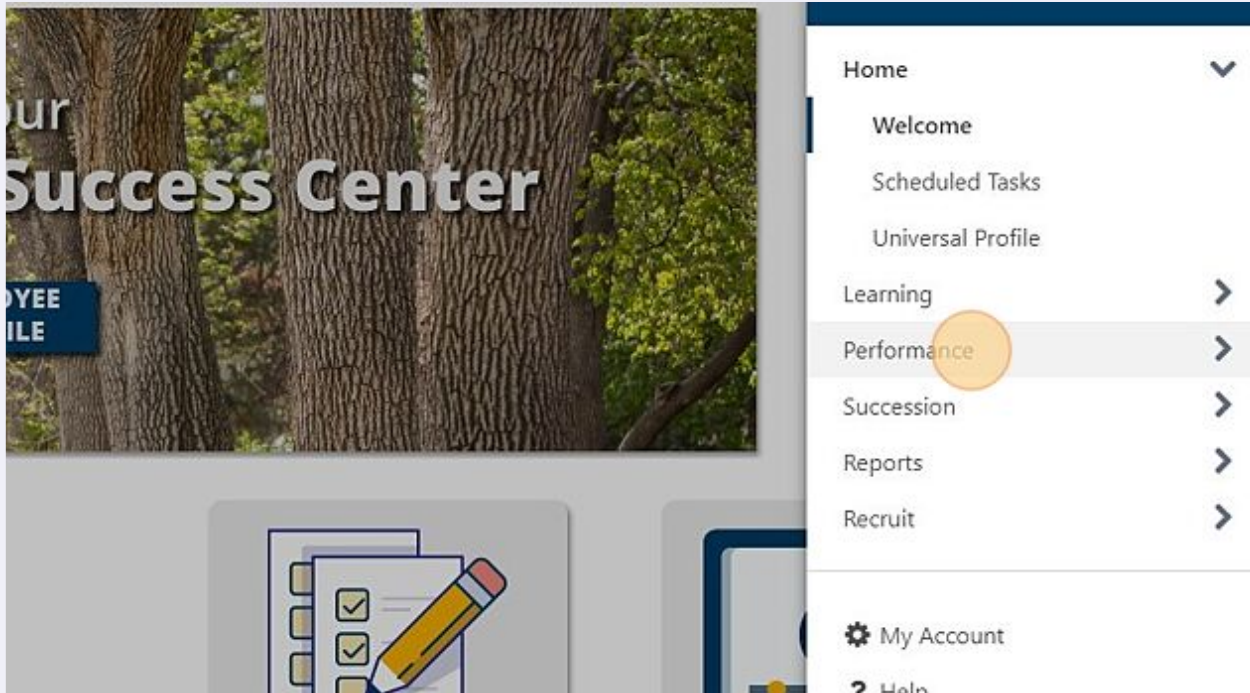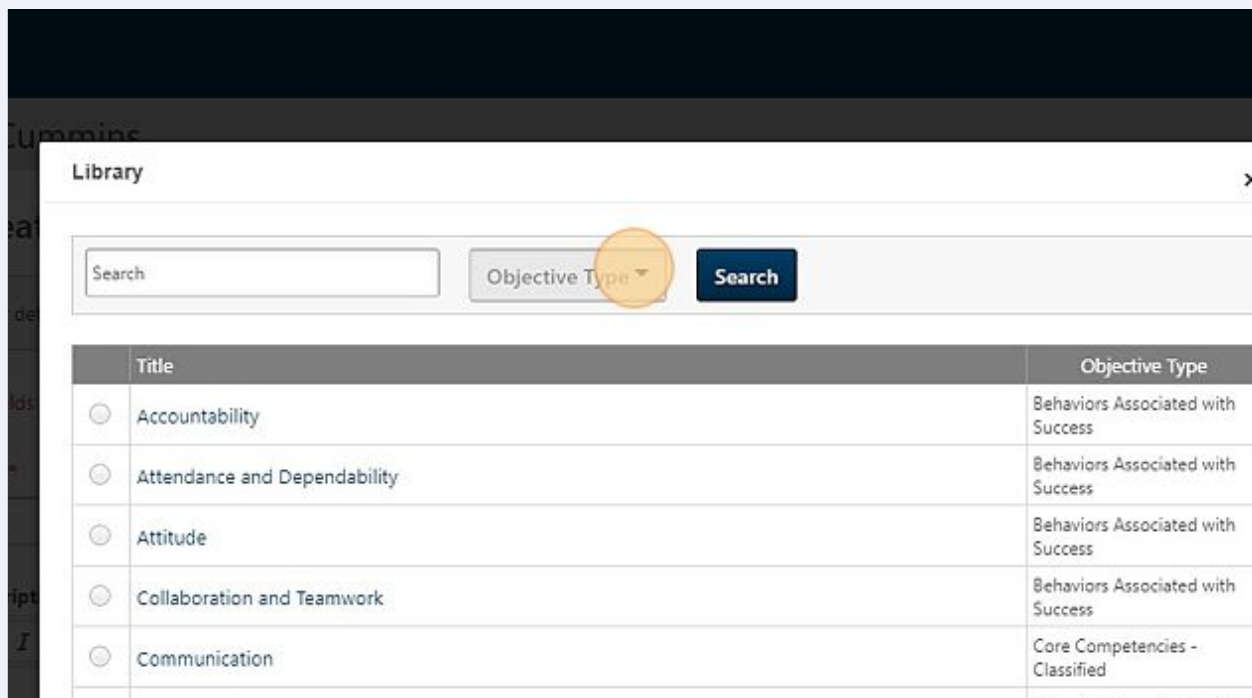
6 Click "Performance Objectives"
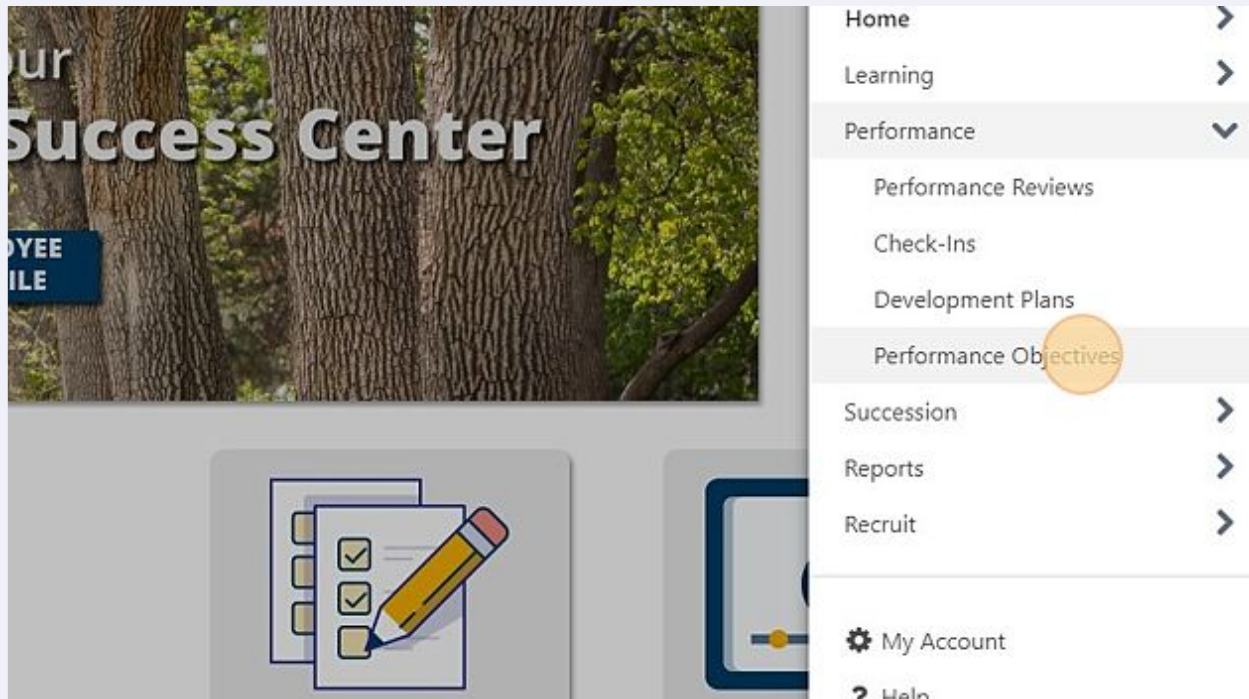
7 Click "Create"

8 Click "Library"

9 Select the "Objective Type" from the menu (if applicable).

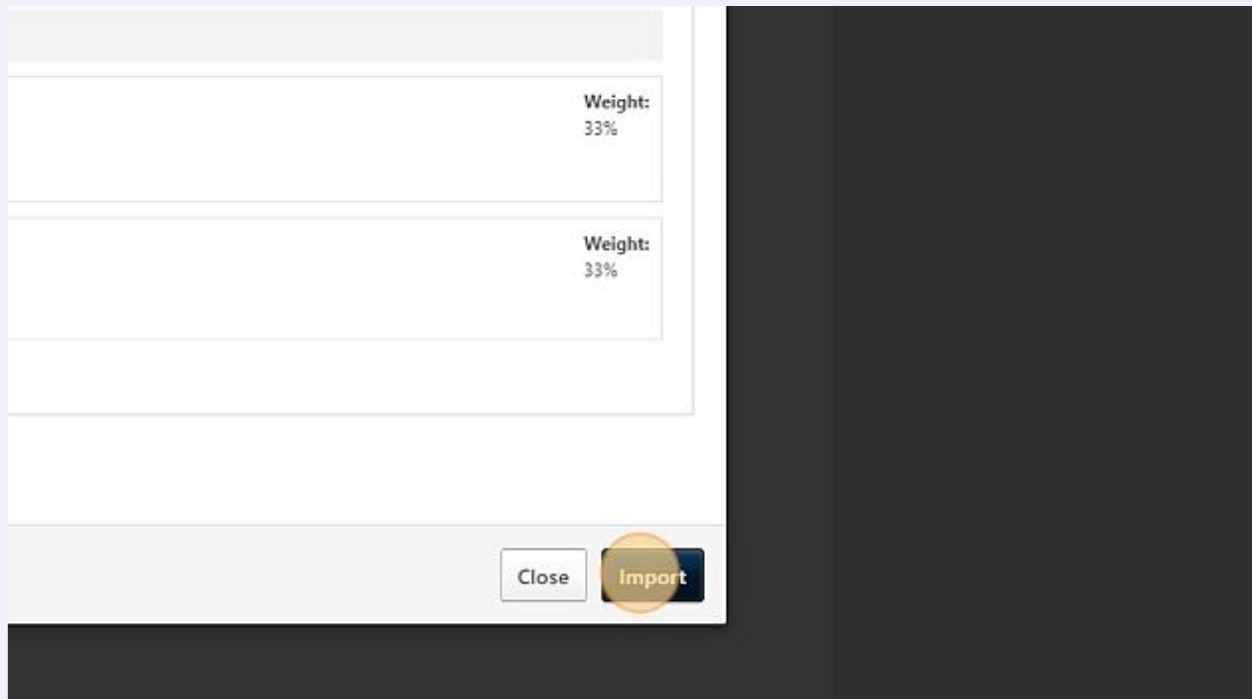**10** Select the type of objective you would like to create and "Search."

Note: if the library appears blank for a specific objective type (like department or individual goals), you will have to create one using the Title and Description fields.

11 If the library has an option, you can "Import" a template to use to get started. You can modify the template as needed.

Warning! If you are creating objectives for your team, remember to change the assignment from yourself to your team.

12 Click the "Your team" field.

13 Select the employee(s) you would like to assign the objective to.

14   Click "Submit"

Cancel   Save as Draft   Submit

Note: if you are having trouble saving an objective...

15   Check the weights for your tasks/targets.

Note: if you would like more resources on evaluation process in Cornerstone (along with help guides), please check out our resource page - www.unco.edu/organizational-development/corners...