

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...

A Guide to
EMPLOYEE SUCCESS PLANS
for Professional Administrative Staff

University
Create a goal that aligns with UNC's Rowing, Not Drifting vision.

Professional Development
What professional development can the employee take to be successful on the job?

The diagram shows two yellow boxes with blue text, connected by a dotted line. Each box has a green asterisk icon below it. A blue box is partially visible at the bottom center.

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

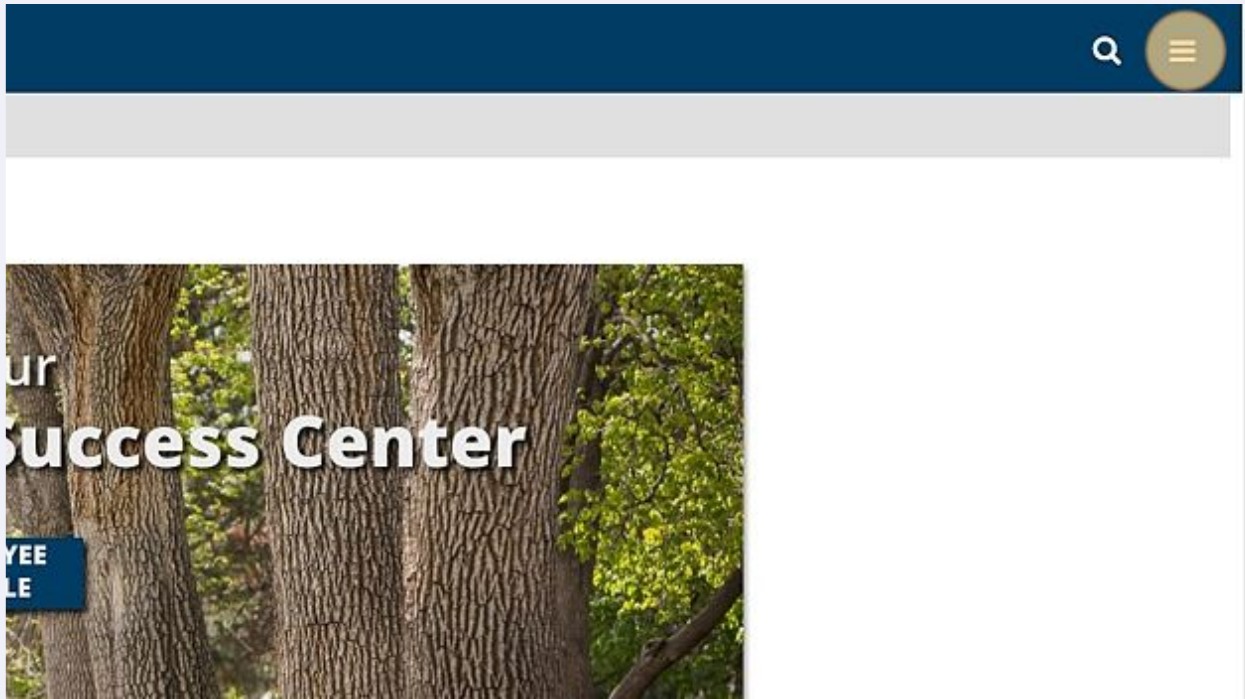
A Guide to
**PERFORMANCE
MANAGEMENT PLANS**
for State Classified Staff

Start with a Discussion

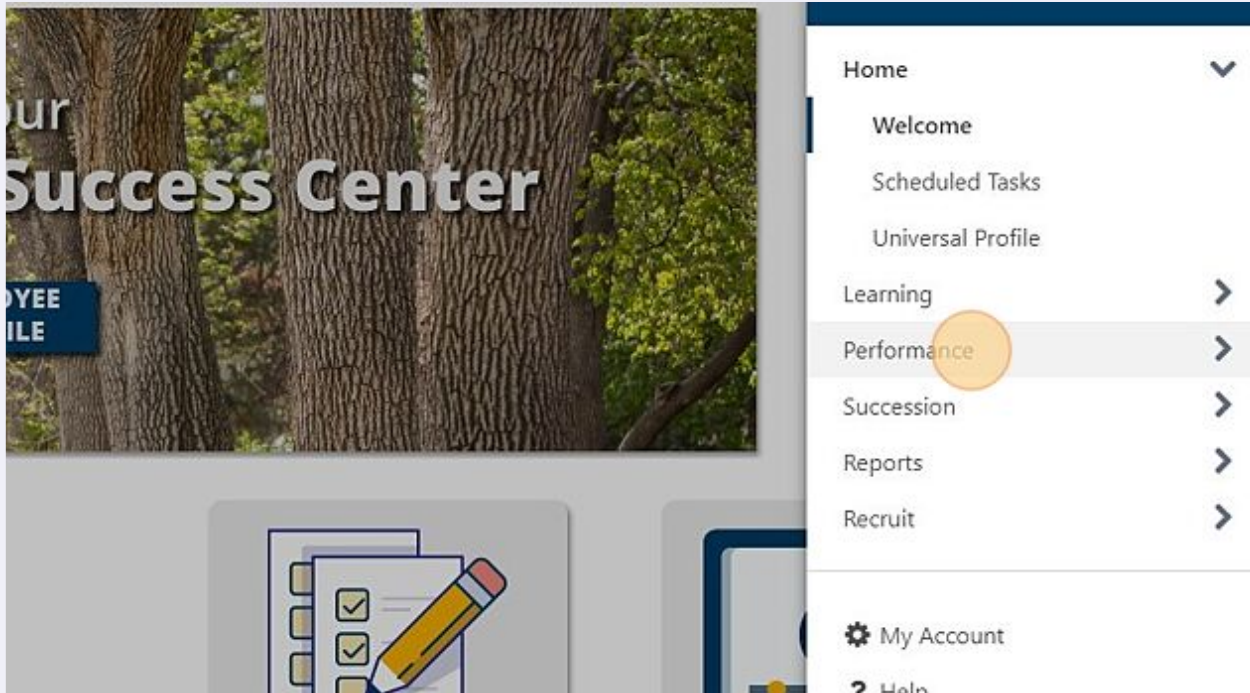
Supervisor and employee should review the position's current PDQ. Then, discuss standards / goals / objectives, methods of measure, and what will distinguish effective performance from exceptional performance.

3 Once you know what to add to the plan, navigate to Cornerstone - cornerstone.unco.edu

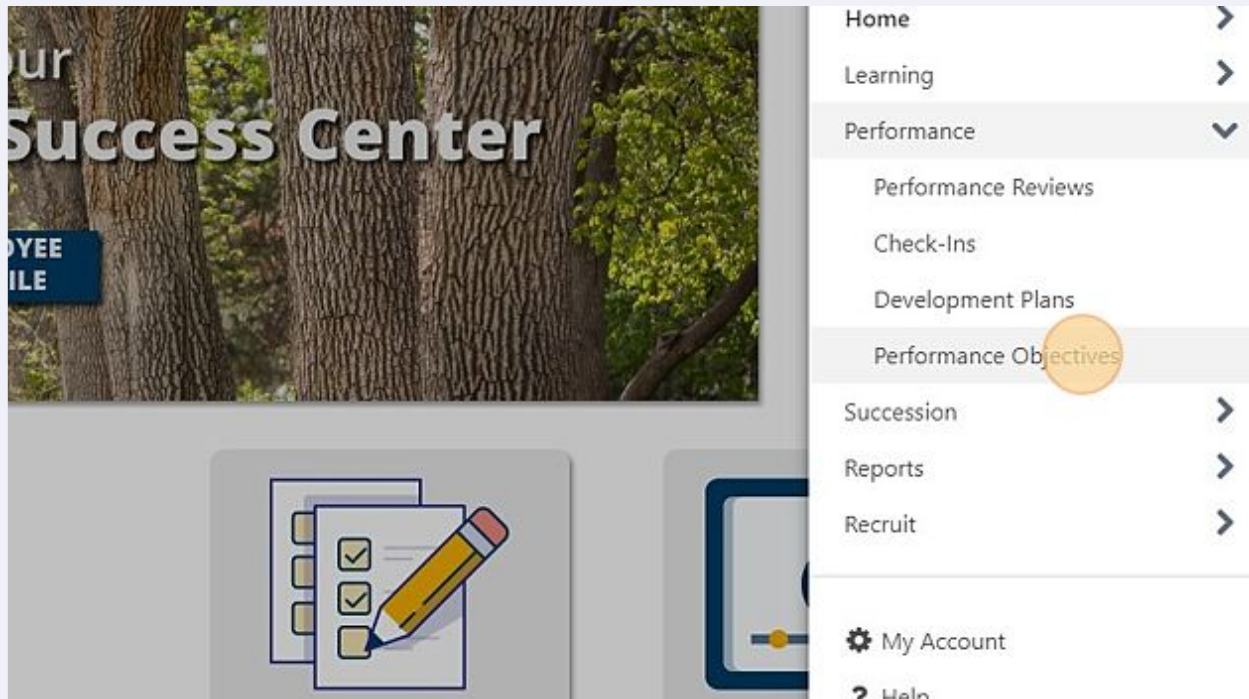
4 Click the dropdown menu (top right corner).



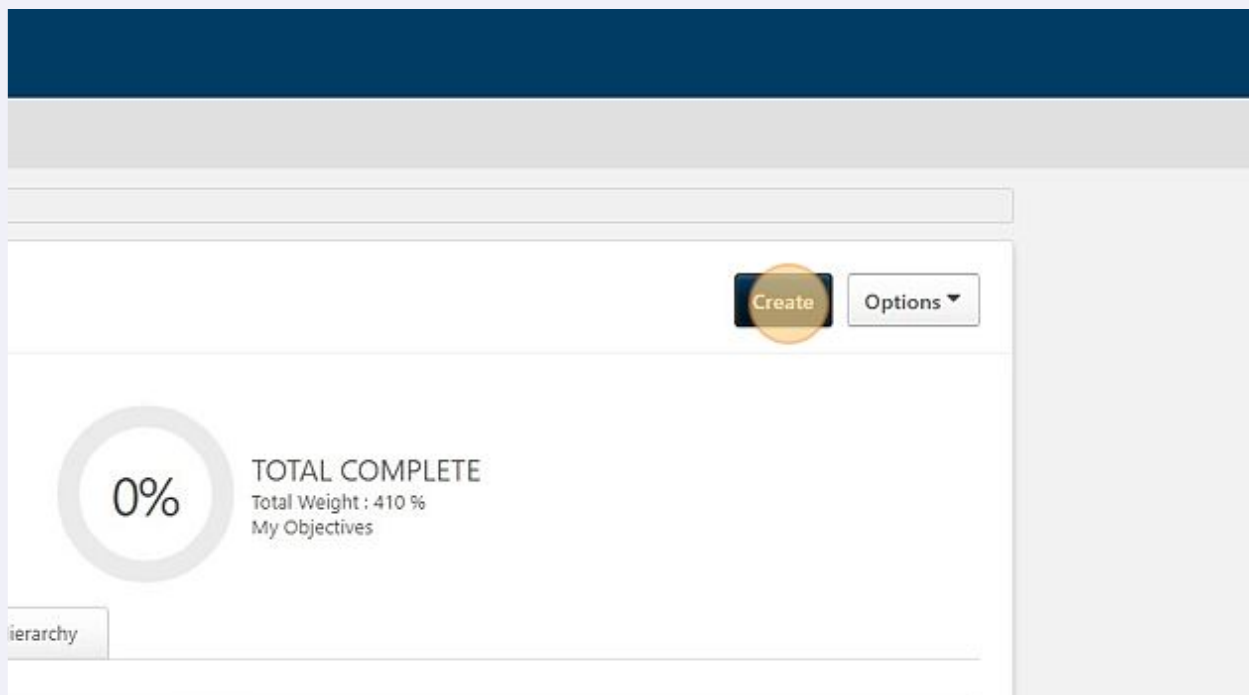
5 Click "Performance"



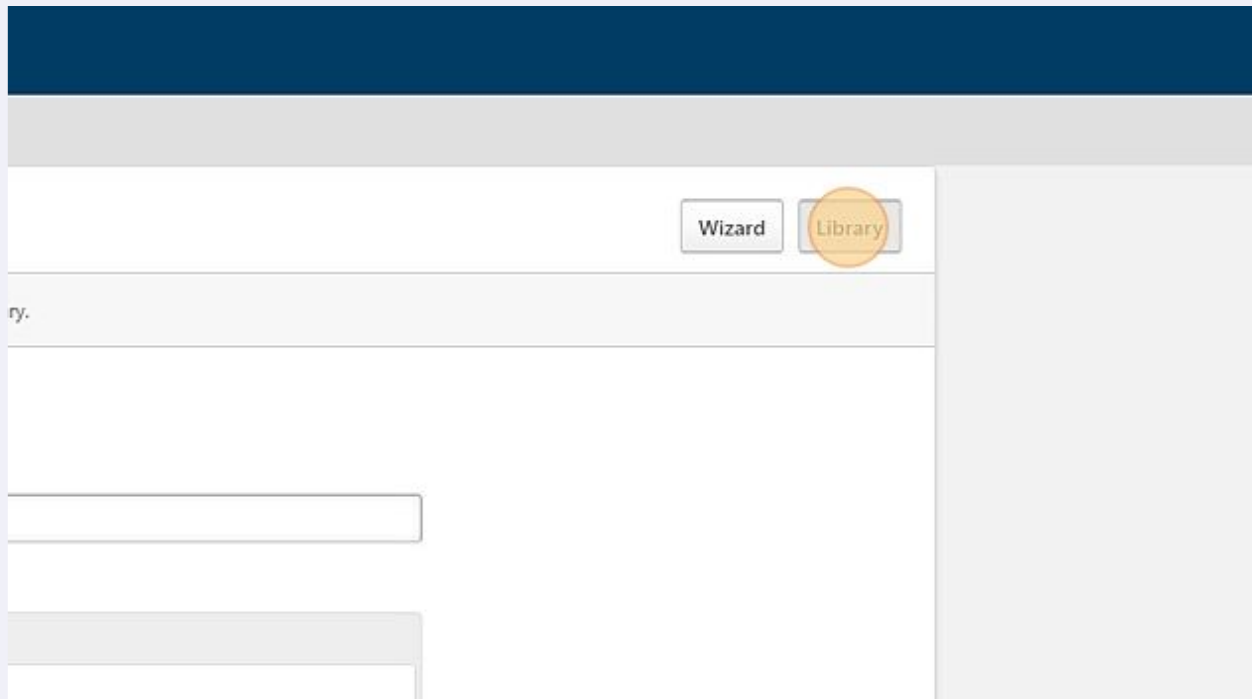
6 Click "Performance Objectives"



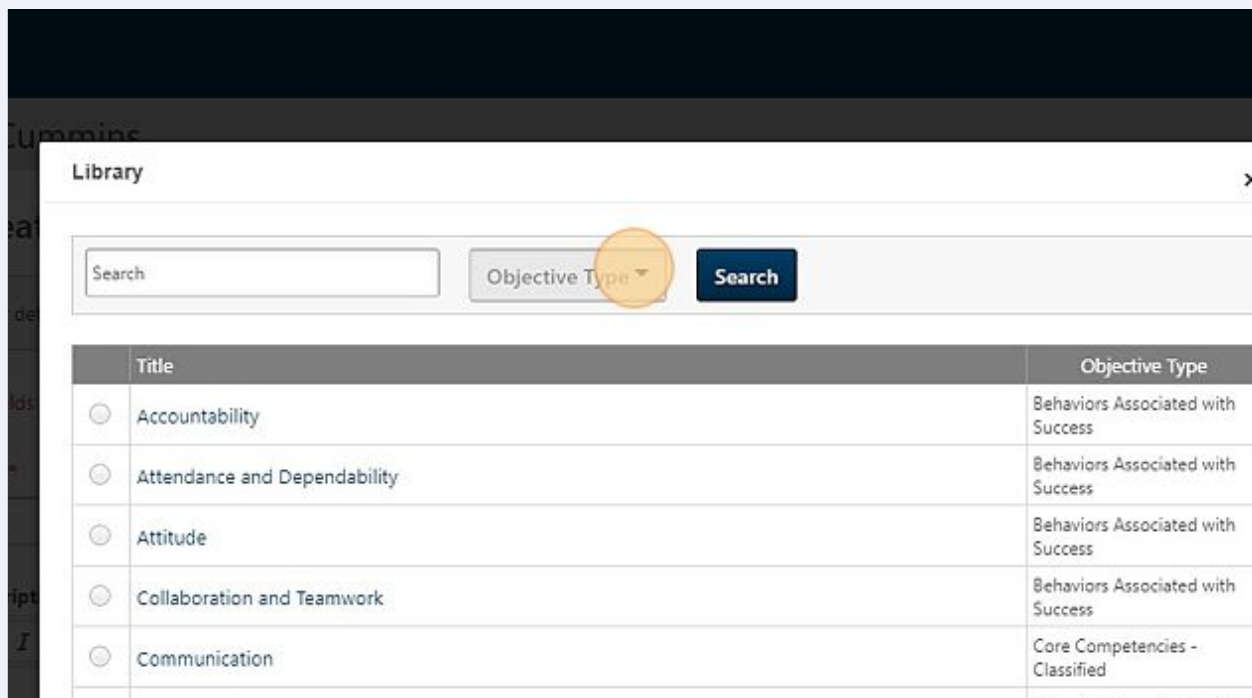
7 Click "Create"



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."

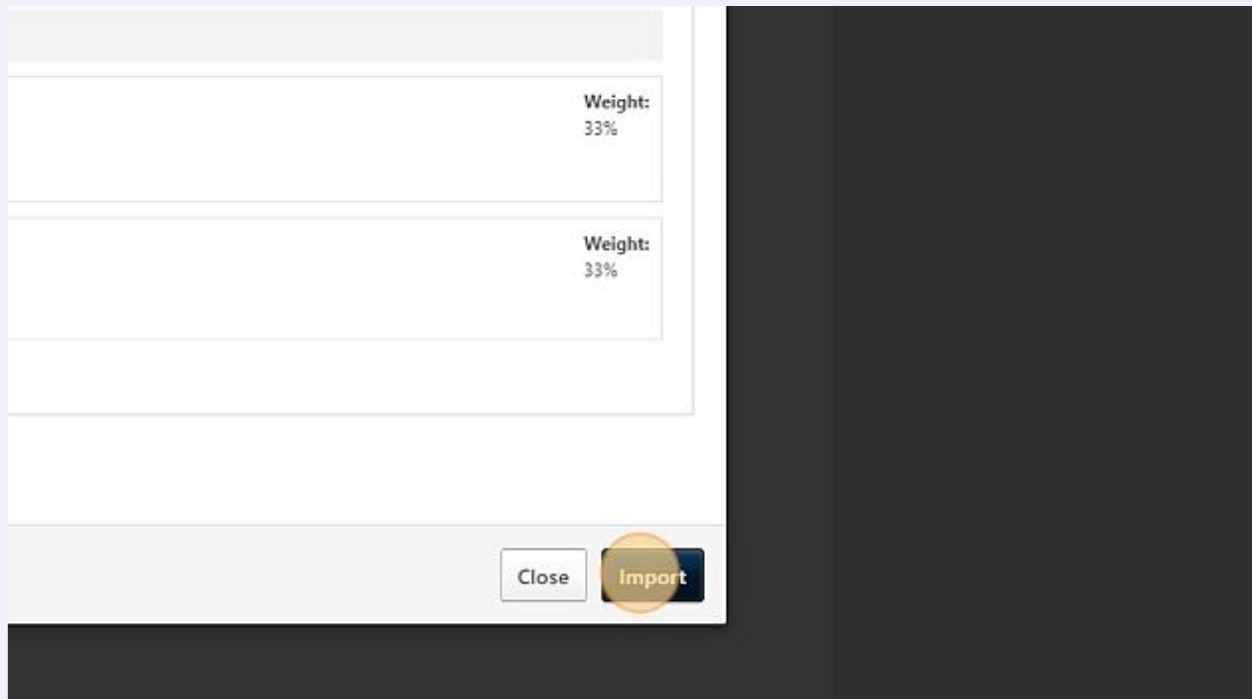
Search		Objective Type ▾	Search
Title		Objective Type	Objective Type
<input type="radio"/>	Accountability	Behaviors Associated with Success	Behaviors Associated with Success
<input type="radio"/>	Attendance and Dependability	Core Competencies - Classified	Behaviors Associated with Success
<input type="radio"/>	Attitude	Department Goals	Behaviors Associated with Success
<input type="radio"/>	Collaboration and Teamwork	Individual Goals	Behaviors Associated with Success
<input type="radio"/>	Communication	Performance Planning	Behaviors Associated with Success
<input type="radio"/>	Communication	Professional Development Goals	Behaviors Associated with Success
<input type="radio"/>	Consume Media in your Field	University Goals	Behaviors Associated with Success
<input type="radio"/>	Customer Service		Core Competencies - Classified
<input type="radio"/>	Customer Service		Behaviors Associated with Success
<input type="radio"/>	Customer Service		Professional Development Goals
<input type="radio"/>	Customer Service		Core Competencies - Classified
<input type="radio"/>	Customer Service		Behaviors Associated with Success
<input type="radio"/>	Customer Service		University Goals



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.

Participate in a training that will enhance cultural competency.

Description:
Participate in professional activities that would increase my experience in interacting with people from cultural... [read more](#)

Add Tasks or Targets

Attachments
[Choose File](#)
Upload up to 3 attachments. Maximum upload 1MB

Assignment *
Select which users or OU's this goal should be assigned to.

Yourself Your team

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

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Options

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.

The screenshot shows a table with two rows of task data. The first row has a Start Date of 4/1/2022, a Due Date of 7/31/2023, and a Weight of 50%. The second row has a Start Date of 4/1/2022, a Due Date of 7/31/2023, and a Weight of 33%. A callout box highlights the 'Total Weight : 66 %' at the top right of the table.

Start Date :	Due Date :	Weight:
4/1/2022	7/31/2023	50 %
4/1/2022	7/31/2023	33 %

Total Weight : 66 %



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...