# Faculty Self-Assessment (Performance Review):

To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.

1. Click the Menu (3 horizontal line) Icon at the top right of your screen:

2. Click Performance, then select *Performance Reviews*.
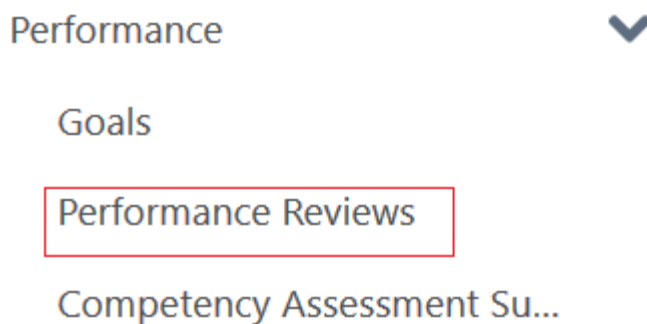
3. Once in your Performance Review Summary page, select the *2018 Annual Faculty Evaluation Form*.

4. The review will open with the default first step: **Overview**. Scroll down to the bottom of the page, and click the **Get Started** button.

5. This will launch the **Goal Planning for 2019** page. The Goal Planning step allows for documentation of goals you may have for the next evaluation period. Begin by clicking the "Add Goals" button. Compose a new goal in the "**Create Goals**" page. Indicate a title, description, and Perspective type (Assigned Goals, College/Division Goals, Departmental Goals, or Strategic initiatives). The system requires that you designate a weight for each goal. Enter a weight for your goal between 0 and 100. Weighting allows you to place a greater value on certain goals. For example, if you have four goals for a review period and they are valued equally, you should assign them each a weight of 25%.

   Tasks and targets enable users to break down the different steps that are needed to accomplish the goal. To add a task or target to the goal, click the **Add Tasks or Targets** button. Once tasks and targets are added to a goal, they are displayed in the Tasks and Targets section. The total weight of all tasks and targets is displayed in the upper-right corner of the Tasks and Targets section. When the goal is saved, the total weight must be equal to 100%. Click **Save and Continue** to proceed to the next page.

6. This will launch the **Teaching Activities** step. This section will be populated with each course you've taught in the prior calendar year. In the comment fields below each course, document significant successes or innovations achieved during the semester and any other pertinent information. Click **Save and Continue** to proceed to the next page.

7. The **Research Activities** page will open. Complete the comment fields where appropriate to your research endeavors last year. Once documented, click **Save and Continue** to proceed to the next page.

8. The **Service Activities** page will open. Complete the comment fields where appropriate. Once documented, click **Save and Continue** to proceed to the next page.

9. The next page is the **Administration Activities** page. This section should only be completed if you have an Administrative role within your Academic Department that is approved by the Provost. If applicable, complete the comment fields, then, click **Save and Continue** to proceed to the next page.

10. The **Summary** page will open, with a comments field where you may provide additional comments and feedback regarding your overall performance over the past year.

11. Click **Submit** button**,** which will launch a confirmation pop-up box, where you must click **Submit** button once more to complete your self-assessment. At this point, your review will be forwarded to your direct supervisor for their review of your evaluation data.