



Accessing the Cornerstone system

Visit the HR website at www.oakland.edu/uhr. Click on **Cornerstone** from the left-hand navigation bar.

Probationary Reviews

Must be completed prior to the end of the three-month probation period. The Supervisor begins the review and meets with the employee. The employee completes the comments section and acknowledges the review. The review is then marked to Completed.

Annual Reviews

Completed annually for the previous year. The Supervisor begins the annual review and meets with the employee. The employee completes the comments section and acknowledges the review. The review is then marked to Completed.

Process to Complete Probation or Annual Review

Log into the Cornerstone system from <https://www.oakland.edu/uhr>
Enter OU User Name and Password – NetID and password used for SAIL and email.
From the right-hand corner, click on the three lines (hamburger menu).
Select “Performance”.
Select “Performance Reviews”.
Click on “Complete Employee Acknowledgement...”.
Review the Supervisor’s ratings and comments.
Enter your first and last name and click “Sign”
Enter any personal comments you’d like on file (optional).
Click on “Submit”.
Click on “Submit” again.
The review process is complete.



Review Chart for Probationary Reviews and Yearly Reviews

CALENDAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
HIRE MONTH													
JANUARY				3 Month									Annual
FEBRUARY					3 Month								Annual
MARCH						3 Month							Annual
APRIL							3 Month						Annual
MAY								3 Month					Annual
JUNE									3 Month				Annual
JULY										3 Month			Annual
AUGUST											3 Month		Annual
SEPTEMBER												3 Month	Annual
OCTOBER	3 Month												Skip
NOVEMBER		3 Month											Skip
DECEMBER			3 Month										Skip
Department changes after October 1st of each year will not be evaluated until the following January													

Employee Responsibilities

- Meet with supervisor.
- Acknowledge the review.
- Complete Comments section of review (if desired).
- A copy of the completed review will be placed in your personnel file. If you would like a copy, it is your responsibility to print the review.

Quick Tips and Reminders

Once you have logged in, you will remain logged in for 12 hours if you do not logoff.

Your user name and password is your NetID and password – the same user name and password used for SAIL and your email.

Once the Review is “Acknowledged”, the Review becomes “Completed”.

You can view previous reviews by logging into Cornerstone and selecting **Performance** → **Performance Reviews** and selecting the “Completed” box from the review section to view.

Additional Help

Contact Human Resources at yourlearning@oakland.edu.

Assistance is available in HR to complete the review. Employees are available to help complete the acknowledgement. Please contact 248-370-4579.