



## Accessing the Cornerstone system

Visit the HR website at [www.oakland.edu/uhr](http://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.

In Your Action Items, click on “Complete OUPSA/OUcMT Annual Review...” or “Probationary Review”.

Click on “Get Started”.

Select appropriate rating for each criteria from drop-down.

Enter ‘Comments’ for each criteria.

Click on “Save and Continue”.

Select appropriate overall rating for employee from drop-down.

Enter ‘Comments’ for overall rating.

Click on “Submit”.

Click on “Submit” again.

The review has been saved.

Schedule and conduct review meeting with employee.

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.

In Your Action Items, click on “Complete OUPSA/OUcMT Annual Review...” or “Probationary Review”.

Click on “Get Started”.

If applicable, make changes to ratings when reviewing with employee.

When done reviewing with employee, click on “Submit”.

Click on “Submit” again.

The review has been saved.

The Employee will receive an email to log into the system, review the evaluation and mark “Acknowledge”.



**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													

**Supervisor Responsibilities**

- Complete Performance criteria and add Supervisor Comments to performance review.
- Meet with employee.
- Submit Review – review is automatically sent to employee for acknowledgement.
- Ensure employee acknowledges and completes 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](mailto: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.