



### **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 two, four and six month probation periods. 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			2 Month		4 Month		6 Month						Annual
FEBRUARY				2 Month		4 Month		6 Month					Annual
MARCH					2 Month		4 Month		6 Month				Annual
APRIL						2 Month		4 Month		6 Month			Annual
MAY							2 Month		4 Month		6 Month		Skip
JUNE								2 Month		4 Month		6 Month	Skip
JULY	6 Month								2 Month		4 Month		Skip
AUGUST		6 Month								2 Month		4 Month	Skip
SEPTEMBER	4 Month		6 Month								2 month		Skip
OCTOBER		4 Month		6 Month								2 Month	Skip
NOVEMBER	2 Month		4 Month		6 Month								Skip
DECEMBER		2 Month		4 Month		6 Month							Skip

Hires after May 1st of each year will not be reviewed (after probation) until the following January  
 Position changes\* after October 1st of each year will not require a review until the following January  
 \* If reclassified within same position - will be reviewed  
 \*If promoted to a different job - review is optional at supervisor's discretion until 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](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.