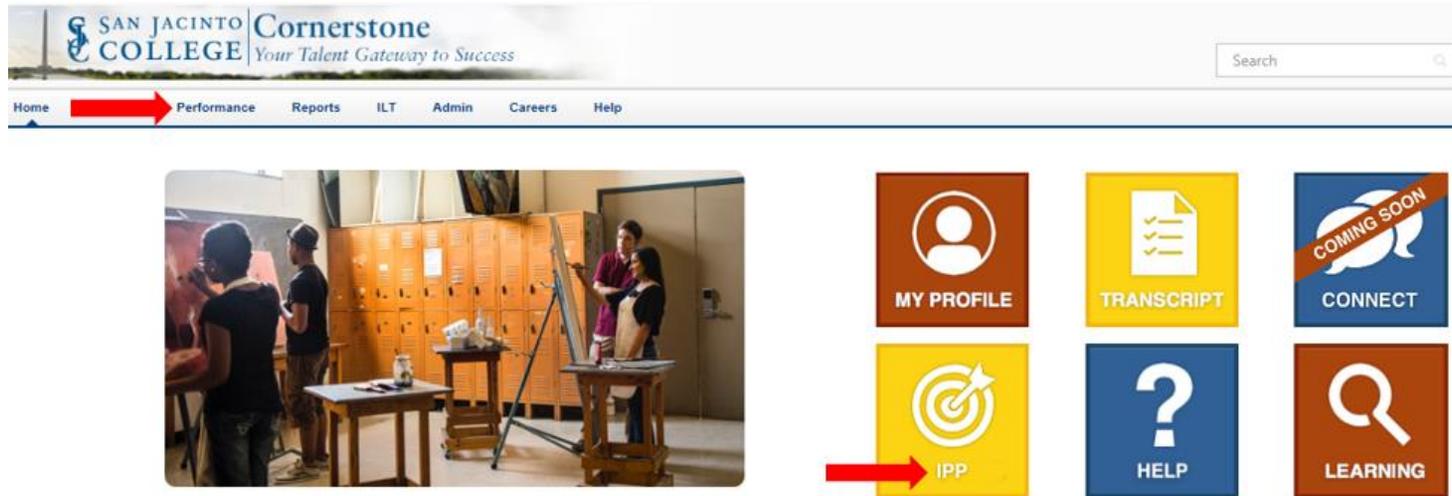
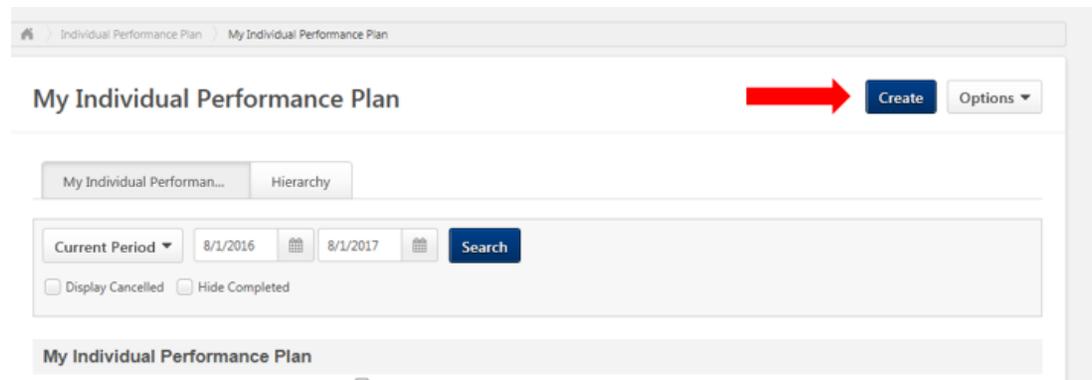


## IPP Instructions

1. Hover the mouse over *Performance*, and choose *Individual Performance Plan* from the drop down menu. Or, click on the *IPP* icon.



2. Click *Create* to begin a new KPI.



3. KPIs should follow the S.M.A.R.T. format:

SMART is an acronym, which stands for Specific, Measurable, Attainable, Relevant, and Time-Bound, that sets the criteria for setting goals and objectives.

- **Specific:** Provides a clear description of what needs to be accomplished
- **Measurable:** Provides a metric, or number, that identifies when the objective has been achieved
- **Attainable:** The objective must be achievable, within the timeframe and resources allocated
- **Relevant:** Meaningful, significant, and aligned with departmental priorities
- **Time-Bound:** Specify the target date or general time frame when the result(s) can be achieved

4. Enter the KPI into the *Title* box, and enter the measures for the KPI in the *Description* box.  
The *Categories* section expands to allow you to select the corresponding strategic goal for the KPI.

The screenshot shows a web form titled "Create Individual Performance Plan" with "Wizard" and "Library" buttons in the top right. Below the title is a subtitle: "Create your goals and select your Core Values." The form contains several sections:

- Title \***: A text input field with the placeholder "Enter your KPI in this box." A red arrow points to this field from the left.
- Description**: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, list, link, unlink) and a text area with the placeholder "Enter your measures for the KPI in this box." A red arrow points to this area from the left.
- Start Date**: A date picker showing "6/29/2016".
- Due Date \***: A date picker showing "8/1/2017".
- Categories \***: A dropdown menu labeled "Select options" that is expanded to show a list of categories with checkboxes:
  - Select All
  - Continuous Improvement
  - Our People
  - P-16 Pipeline
  - Student Success
  - Workforce and Economic DevelopmentA red arrow points to this dropdown menu from the left.

5. Add a start and due date for the KPI. You can also add *Tasks* for the KPI. In Cornerstone, you also have the ability to attach up to 3 files to your KPI.

In Cornerstone after you finish entering a KPI, you must click *Submit* to save or add additional KPIs.

The screenshot shows a form for creating a KPI. On the left side, three red arrows point to the 'Start Date', 'Add Tasks', and 'Choose File' fields. On the right side, a red arrow points to the 'Submit' button. The form contains the following elements:

- Start Date:** 6/29/2016
- Due Date:** 8/1/2017
- Categories:** Student Success
- Tasks:** Add Tasks
- Attachments:** Choose File
- Assignment:** Yourself (selected), Custom Assignment

At the bottom right, there are three buttons: Cancel, Save as Draft, and Submit.

6. Under the *My Individual Performance Plan* tab, you can select a specific KPI to edit by clicking on the downward arrow to the right. In Cornerstone, you will add your comments at mid-year in the *Comment* box provided in your IPP document.

My Individual Performan... am Individual Perform... Hierarchy

Current Period ▾ 8/1/2016 8/1/2017 Search

Display Cancelled  Hide Completed

### My Individual Performance Plan

0% **Enter your KPI in this box** Status: Not Started Due Date: 8/1/2017

Progress: 0

Description: Enter your measures in this box

Start Date: 6/29/2016  
Categories: Student Success

#### Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

#### Comments

Add Comment

Close

- 7. There is a 10,000-character limit for each comment box when using standard formatting. Once you add your comments, click the *Add* button to save it.

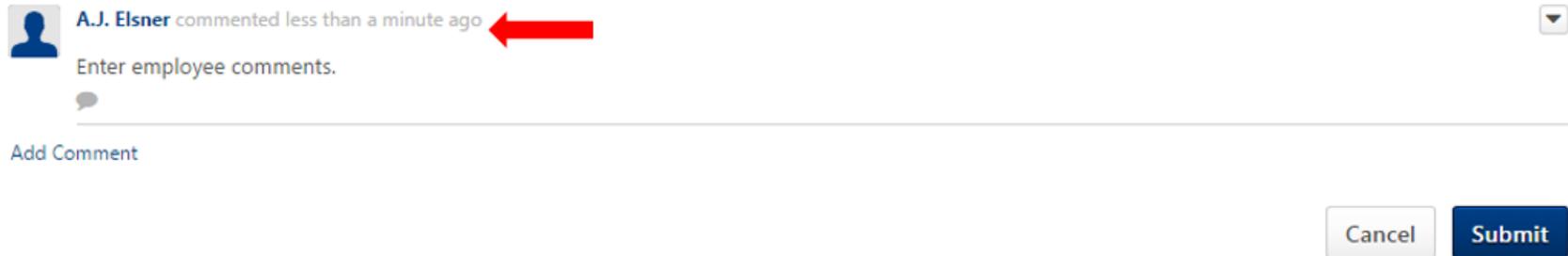
**Comments**



A screenshot of a comment input form. At the top, there is a toolbar with icons for bold (B), italic (I), strikethrough (S), underline (U), bulleted list, numbered list, indent, and a checkmark icon. Below the toolbar is a large text area with the placeholder text "Enter employee comments.". At the bottom right of the form, there are two buttons: a "Cancel" button with a red arrow pointing to it from the right, and a blue "Add" button.

- 8. Once you add a comment and click *Add*, your comment will show with your name and the date/time you added the comment.

**Comments**



A screenshot of a comment input form showing a submitted comment. The comment is displayed as "A.J. Elsner commented less than a minute ago" with a red arrow pointing to the name and time. Below the comment is a text area with the placeholder text "Enter employee comments.". At the bottom left, there is a "Add Comment" link. At the bottom right, there are two buttons: a "Cancel" button and a blue "Submit" button.

9. Update your progress on a KPI in the *Progress* box.

0% **Enter your KPI in this box**  
Status: Not Started Due Date: 8/1/2017

**Progress:**  
 

**Description:**  
Enter your measures in this box

**Start Date:** 6/29/2016  
**Categories:** Student Success

10. If you add tasks to the KPI, the task progress becomes the KPI progress. For example, if you only have one task, the progress of that task will become the progress of the entire KPI. With multiple tasks, the KPI progress will be an average of the completion percentage of all tasks.



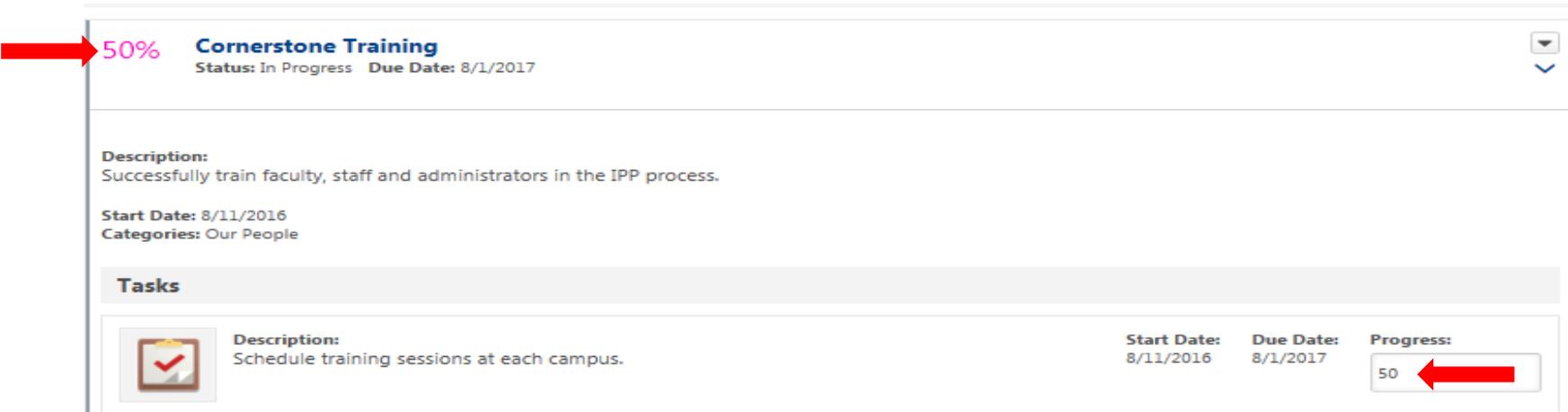
**0%** **Cornerstone Training**  
Status: Not Started Due Date: 8/1/2017

**Description:**  
Successfully train faculty, staff and administrators in the IPP process.

**Start Date:** 8/11/2016  
**Categories:** Our People

**Tasks**

Description	Start Date	Due Date	Progress
 Description: Schedule training sessions at each campus.	8/11/2016	8/1/2017	0



**50%** **Cornerstone Training**  
Status: In Progress Due Date: 8/1/2017

**Description:**  
Successfully train faculty, staff and administrators in the IPP process.

**Start Date:** 8/11/2016  
**Categories:** Our People

**Tasks**

Description	Start Date	Due Date	Progress
 Description: Schedule training sessions at each campus.	8/11/2016	8/1/2017	50

11. By using the dropdown arrow next to a KPI, you can either edit, copy, or cancel a KPI.

**My Individual Performance Plan**

75%	<b>Campus Presence</b> Status: In Progress Due Date: 8/31/2016	▼
70%	<b>Implement CornerStone for PM</b> Status: In Progress Due Date: 9/1/2016	

- Edit
- Copy
- Cancel
- View History

**\*\*\* The remaining slides pertain to leaders \*\*\***

## Leader IPP Instructions

1. In order to cascade a KPI as a leader, select *Your Team* under *Assignment*. Select the employees who you want to cascade to, including yourself. If you do not include yourself, the KPI will not show up in your list of KPIs.

Also, you can only cascade those KPI's that you create; you cannot cascade a KPI that was cascaded to you by your leader. When you cascade a KPI, it will appear in your employee's list but will not show it was cascaded by you.

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

Yourself  Your team ← in Assignment

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports
<input checked="" type="checkbox"/>	Vickie Del Bello	Dir, Empl Relations & Benefits	
<input type="checkbox"/>	ServiceTech Admin	Client Admin Position	
<input checked="" type="checkbox"/>	Sara Aranda	Coordinator, Benefits	
<input type="checkbox"/>	Gretchen Rapp	Manager, Employee Relations	

- Leaders will click on the *Team Individual Performance Plan* tab to see their team members' KPIs. Then click on the right facing arrow to add your comments.

My Individual Performance **Team Individual Performance** Hierarchy

Current Period 8/15/2016 8/1/2017 Search

Display Cancelled  Hide Completed

All Statuses

**Brittany Waters**  
Coordinator, Benefits

28% Complete

- When you log in to view an employee's KPI you can view their comments. Click on *Add Comment* and a comment box will open to allow you to add your leader comments.

### Comments

**A.J. Elsner** commented 2 minutes ago  
Enter employee comments.

Add Comment

Close

- Once you click *Add* at the bottom of the page, you will see your comment appear below the employee's. These comments will be immediately visible to you and your employee. Your comment will be tagged with your name and the date/time when you made the comment.

## Comments



**A.J. Elsner** commented 4 minutes ago

Enter employee comments.



**Katherine Willis** commented less than a minute ago



Enter leader comments.

