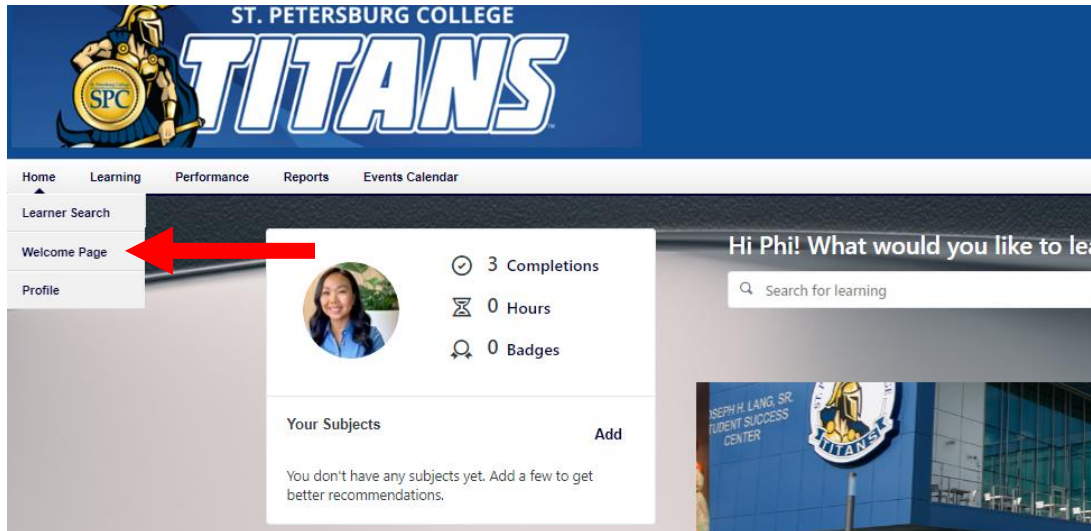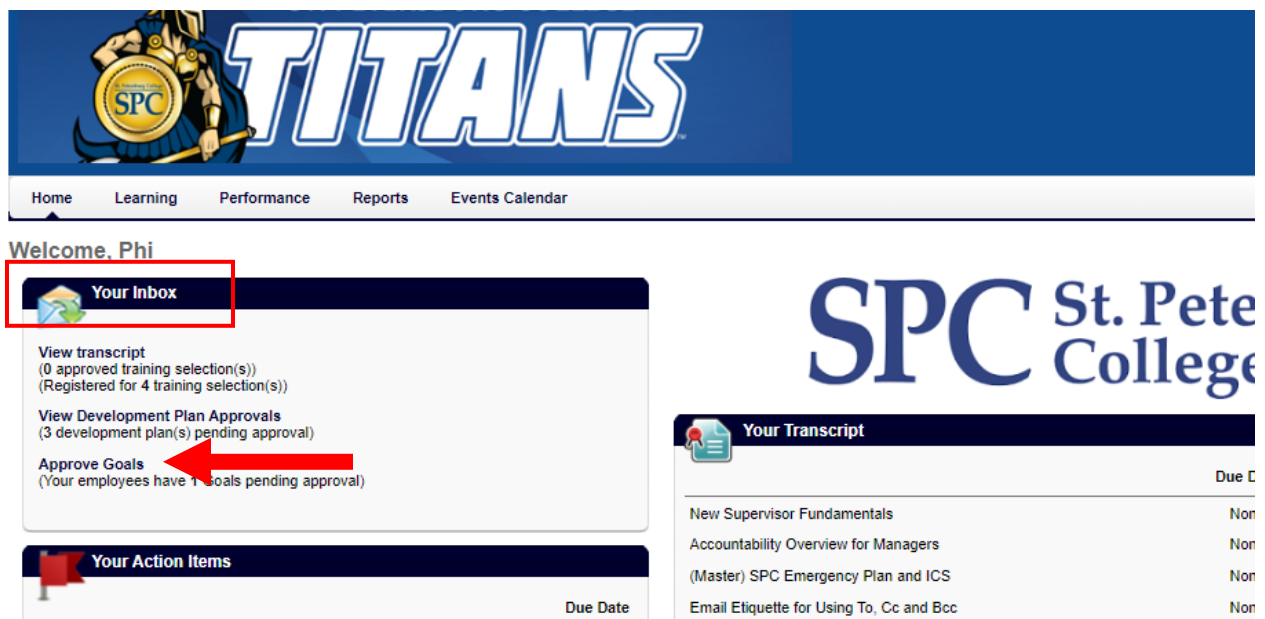## How to Approve or Deny a Goal-for Managers

*These instructions are for managers that have received an email indicating that one of their direct reports has submitted a goal for approval.

1. From your Cornerstone homepage, go to Home > Welcome Page.

2. From your Welcome Page find Your Inbox and click on "Approve Goals".

3. (Option 1) If you want to review the goal prior to approval. From the Pending Goals page, locate the employee's goal that is pending approval, and click on "Approve/Deny" .

4. After reviewing the goal, scroll to the bottom of the page and click on "Approve" or "Deny"

5. (Option 2) If you do not need to review the goal, select the user's name and click directly on "Approve Request" or "Deny Request". Your direct report will receive and email indicating that their goal has been approved.