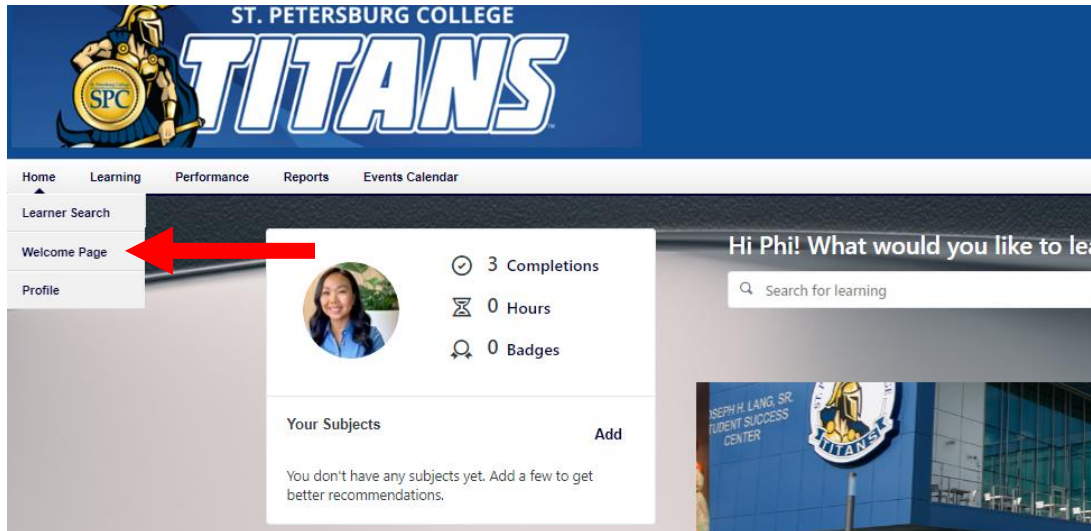


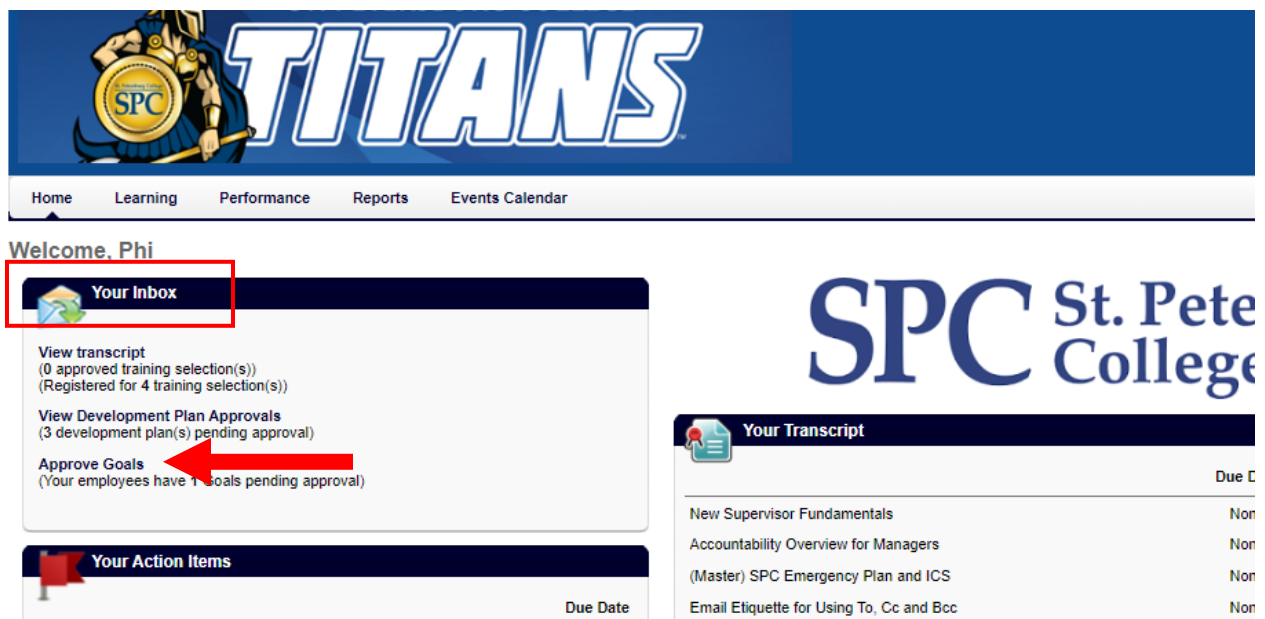
### How to Approve or Deny a Goal-for Managers

**\*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” .

Pending Goals

You may individually, or as a group, view, approve, or deny the Goals.

Check / Uncheck All

☐ Include Goals for inactive users

Select	User	Title	Options
<input type="checkbox"/>	Testing User1	SMART Goal Template	Approve/Deny

« Back

✔ Approve Request

✖ Deny Request

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

Start Date

3/26/2024

Due Date \*

6/30/2024

SPC Pillar \*

Community Engagement

Targets

Add Targets

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Visibility

☒ Allow other users to see and align

Comments

Add Comment

Cancel

Deny

Approve

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.

Pending Goals

You may individually, or as a group, view, approve, or deny the Goals.

Check / Uncheck All

☐ Include Goals for inactive users

Select	User	Title
<input type="checkbox"/>	Testing User1	SMART Goal Template

« Back

✔ Approve Request

✖ Deny Request