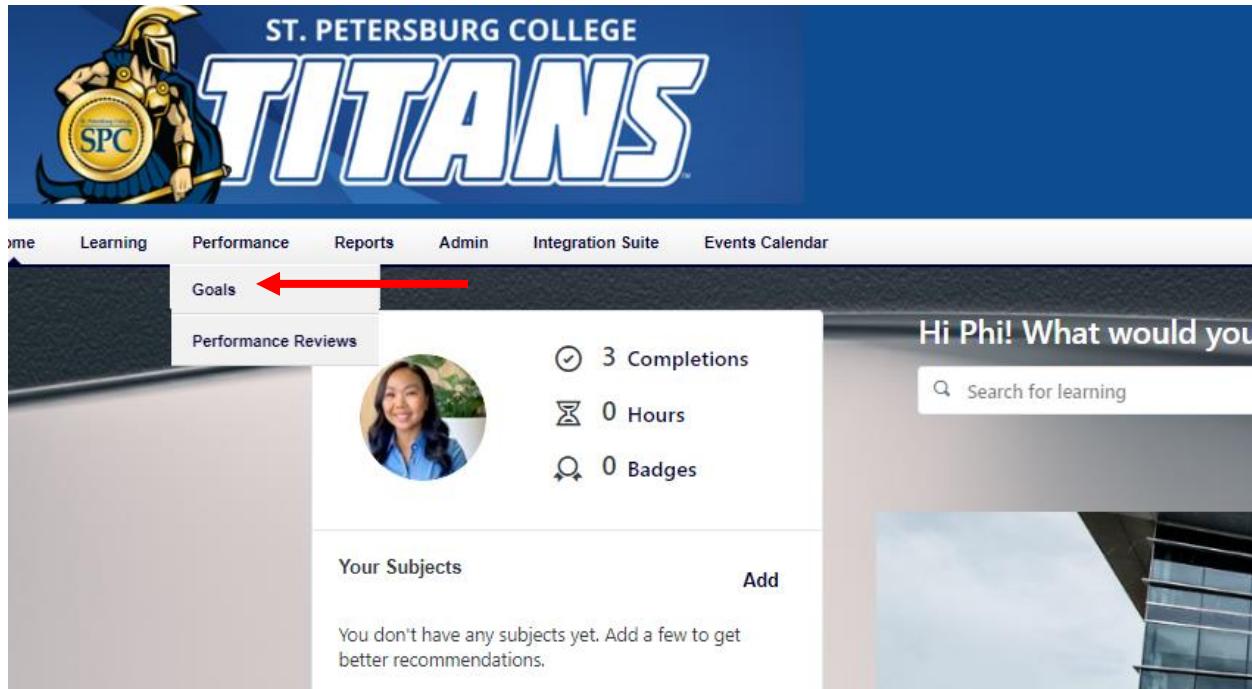


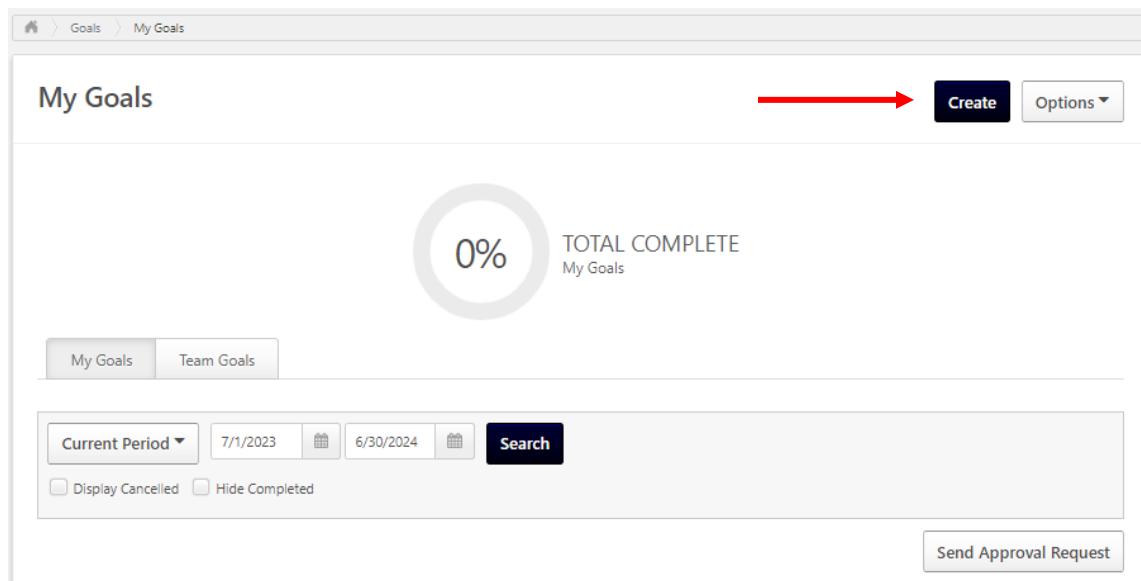
How to Assign a Goal to Direct Reports

1. From your Cornerstone homepage, go to Performance > Goals.



The screenshot shows the St. Petersburg College Cornerstone homepage. At the top, there is a banner featuring a Spartan warrior holding a shield with the letters 'SPC' on it, and the text 'ST. PETERSBURG COLLEGE' and 'TITANS'. Below the banner, the navigation bar includes links for Home, Learning, Performance (which is highlighted with a red arrow), Reports, Admin, Integration Suite, and Events Calendar. The main content area on the left shows a profile picture of a woman and statistics: 3 Completions, 0 Hours, and 0 Badges. The right side has a greeting 'Hi Phil! What would you' and a search bar for learning.

2. From the My Goals page, click on “Create”.



The screenshot shows the 'My Goals' page. At the top, there is a navigation bar with 'Goals' and 'My Goals'. Below that is a section with a circular progress bar showing '0%' and 'TOTAL COMPLETE My Goals'. There are tabs for 'My Goals' and 'Team Goals'. At the bottom, there is a search bar with 'Current Period' dropdowns for '7/1/2023' and '6/30/2024', a 'Search' button, and checkboxes for 'Display Cancelled' and 'Hide Completed'. A 'Send Approval Request' button is also visible.

3. Create the goal you want to assign by filling out all the required fields: Title, Description, Start Date, Due Date, SPC Pillar. You may add Targets as an optional field.

Create Goals

Library

Enter details or import using the SMART Wizard or the Library.

All fields marked "*" are required

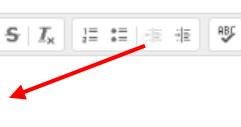
Title *

Title



Description *

Description



Start Date

4/2/2024



Due Date *

6/30/2024



SPC Pillar *

Select



Targets

Add Targets

4. Scroll to the bottom of the page and locate “Visibility”. Leave “Visibility” checked if you want your entire team to view the goal. Uncheck this box if you only want the goal visible to the assignee(s).

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Visibility

Allow other users to see and align

Assignment *

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

Yourself Your team

Cancel

Save as Draft

Submit

5. Under "Visibility" you will see "Assignment". Click on "Your team". A list of your direct reports will be displayed.

Visibility

Allow other users to see and align

Assignment *

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

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input type="checkbox"/>	Phi Nguyen	HR Associate Director	
<input type="checkbox"/>	Ann Donald	HR Manager	
<input type="checkbox"/>	Evelyn Dufner	OPS Career Level 8	
<input type="checkbox"/>	Jennifer Taylor	HR Partner	
<input type="checkbox"/>	Maria Teresa Delint Neely	OPS Career Level 7	
<input type="checkbox"/>	Testing User1		

6. Choose which of your direct reports you want to assign the goal to. (Note: The "Options" radio button cannot be unselected). Then click "Submit".

Assignment *

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

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input type="checkbox"/>	Phi Nguyen	HR Associate Director	
<input checked="" type="checkbox"/>	Ann Donald	HR Manager	
<input type="checkbox"/>	Evelyn Dufner	OPS Career Level 8	
<input checked="" type="checkbox"/>	Jennifer Taylor	HR Partner	
<input type="checkbox"/>	Maria Teresa Delint Neely	OPS Career Level 7	
<input type="checkbox"/>	Testing User1		

Options

Create a separate goal for each user.

7. The direct report(s) to whom you assigned a goal will receive an email indicating that a goal has been assigned to them.



PerformanceManagement@csod.mail.spcollege.edu
To: Jennifer Taylor

🌙 😊 ↗ Reply

Dear Jennifer Taylor,

A goal has been assigned to you: Goal Assigned to DR

Please log in to Cornerstone from the TitanHub > Staff Resources > Cornerstone > Goals to view the goal.

If you have any questions, please contact OES@spcollege.edu



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