## How to Assign a Goal to Direct Reports

1. **From your Cornerstone homepage, go to Performance > Goals.**
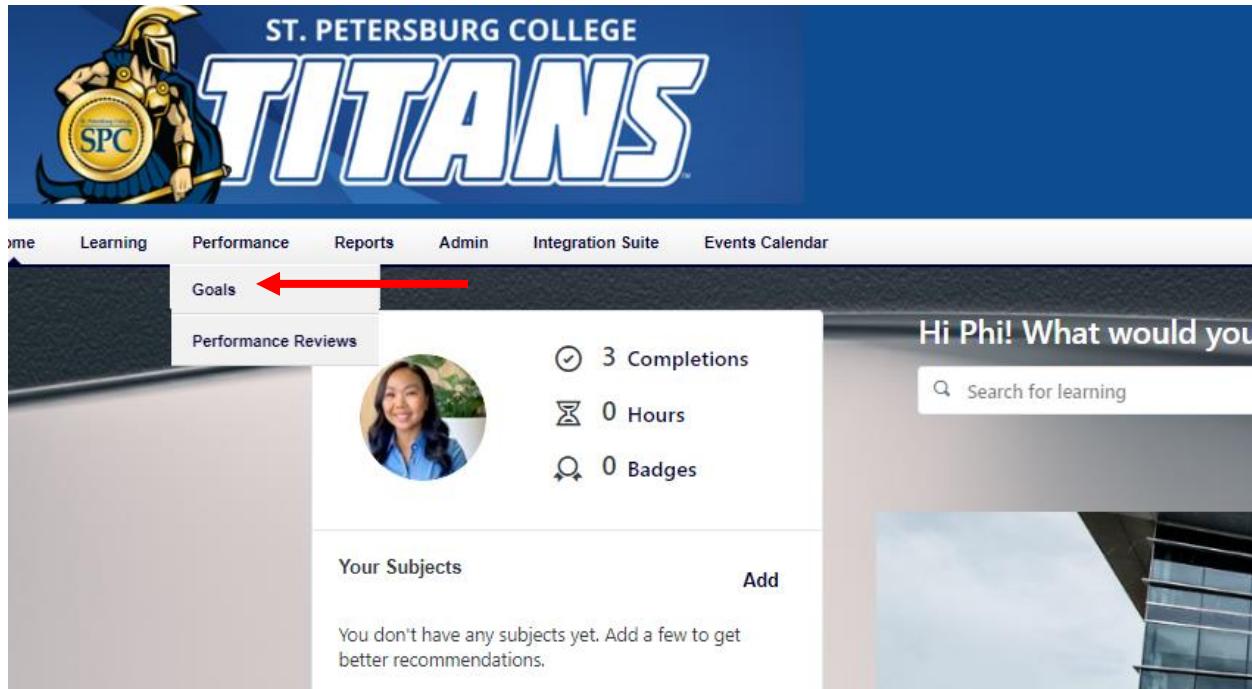
2. **From the My Goals page, click on "Create".**
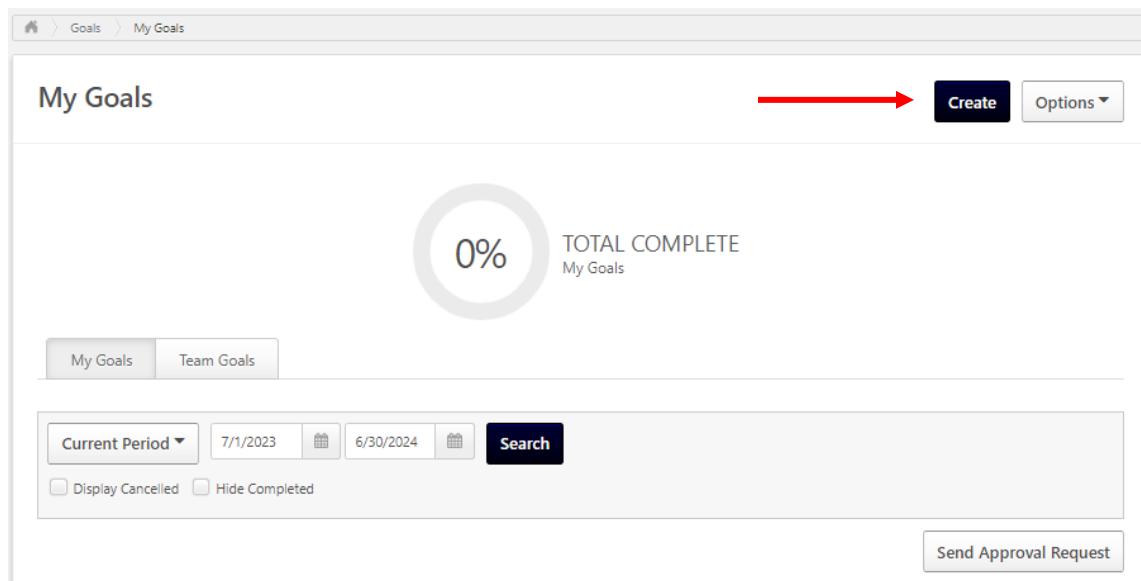
3. **Create the goal you want to assign by filling out all the required fields: Title, Description, Start Date, Due Date, SPC Pillar. You may add Targets as an optional field.**

Create Goals   Library

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

All fields marked "*" are required

Title *

[Title]

Description *

B I U S I_x | ☰ ☰ | ☰ ☰ | ABC

[text area]
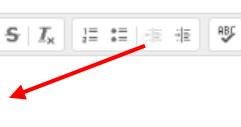
Start Date   Due Date *

[4/2/2024] 📅   [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 ←

☐	Name	Title	Direct and Indirect Reports ☐
☐	Phi Nguyen	HR Associate Director	
☐	Ann Donald	HR Manager	
☐	Evelyn Dufner	OPS Career Level 8	
☐	Jennifer Taylor	HR Partner	
☐	Maria Teresa Delint Neely	OPS Career Level 7	
☐	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

☐	Name	Title	Direct and Indirect Reports ☐
☐	Phi Nguyen	HR Associate Director	
☑	Ann Donald	HR Manager	
☐	Evelyn Dufner	OPS Career Level 8	
☑	Jennifer Taylor	HR Partner	
☐	Maria Teresa Delint Neely	OPS Career Level 7	
☐	Testing User1		

Options

◉ Create a separate goal for each user.

Cancel   Save as Draft   **Submit**

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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