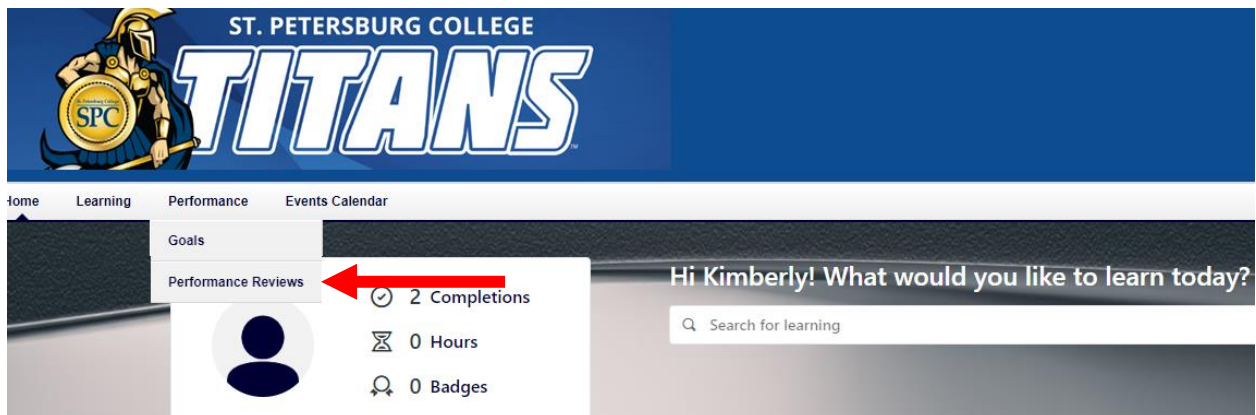


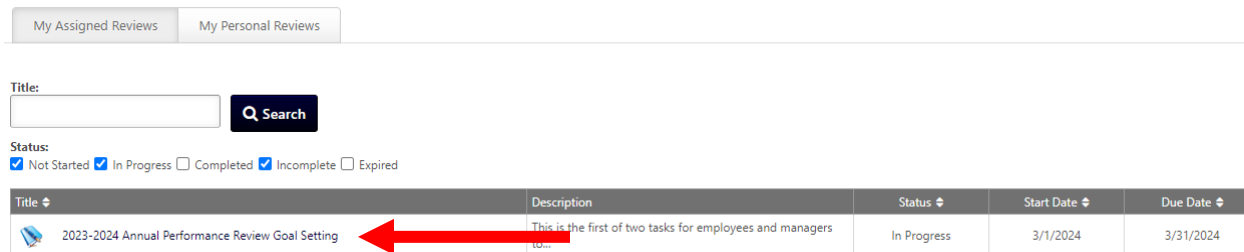
How to Edit Goals in Performance Review prior to Submitting

***Note:** These instructions only apply if you have an “In progress” status and not yet submitted your goals within the performance review task.

1. From your Cornerstone Homepage, navigate to “Performance Reviews”.



2. Click on the task in which you want to cancel goals.

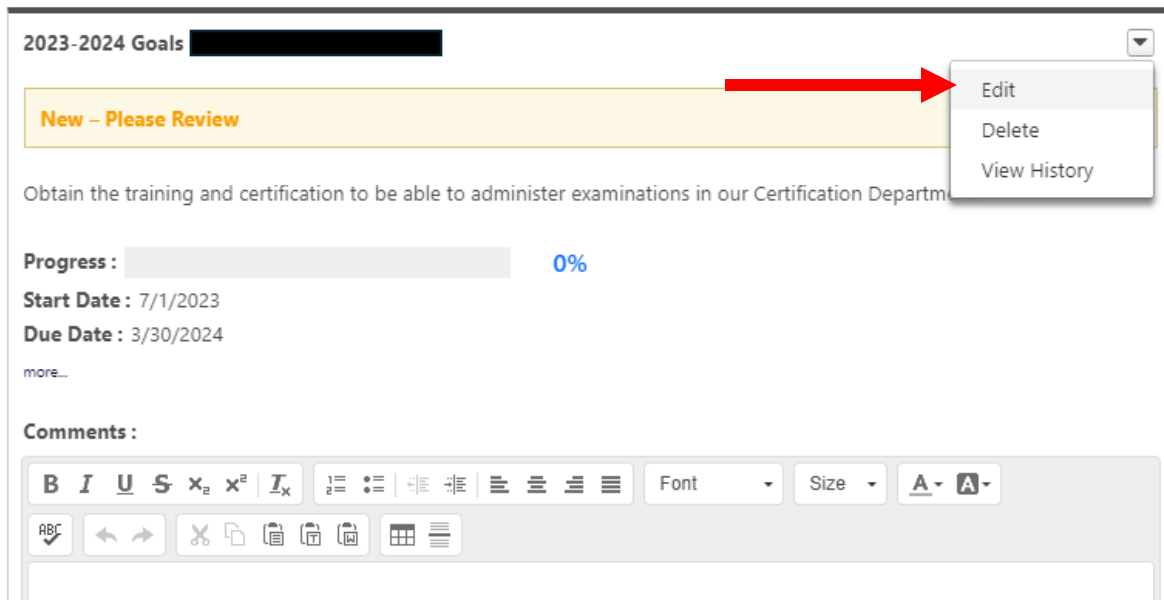


3. Click on “Get Started”.



4. Scroll to search for the goal you want to Edit. *Note here, that if you have previously created a goal that was approved, a “Cancel” button will appear. If you have pending goals that have not been approved, then you use the “Delete” option.

For the pending goal, use the carrot in the upper right corner of the goal:



2023-2024 Goals [Redacted]

New – Please Review

Obtain the training and certification to be able to administer examinations in our Certification Department

Progress : 0%

Start Date : 7/1/2023

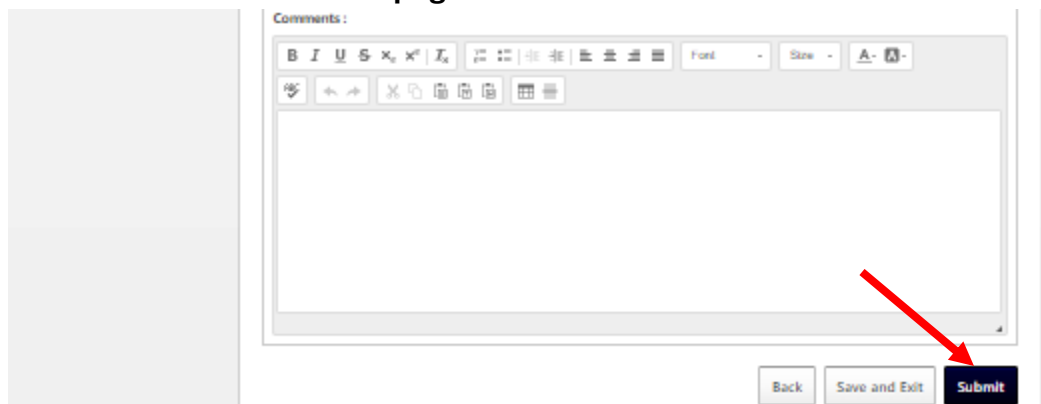
Due Date : 3/30/2024

more...

Comments :

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5. Scroll to the bottom of the page and click “Submit”.



Comments :

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Back Save and Exit Submit