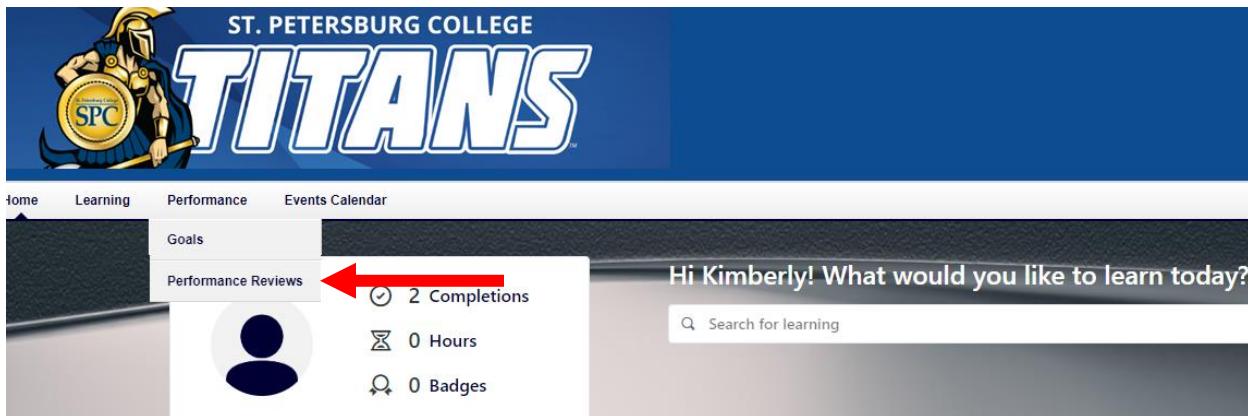


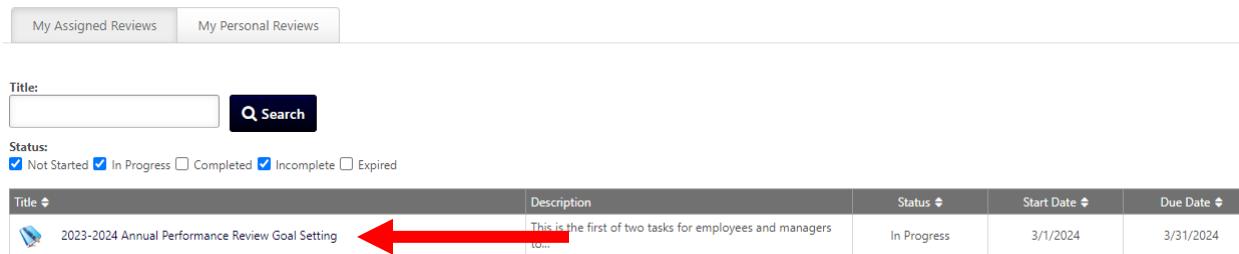
How to Edit Goals in Performance Review prior to Submitting

***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.



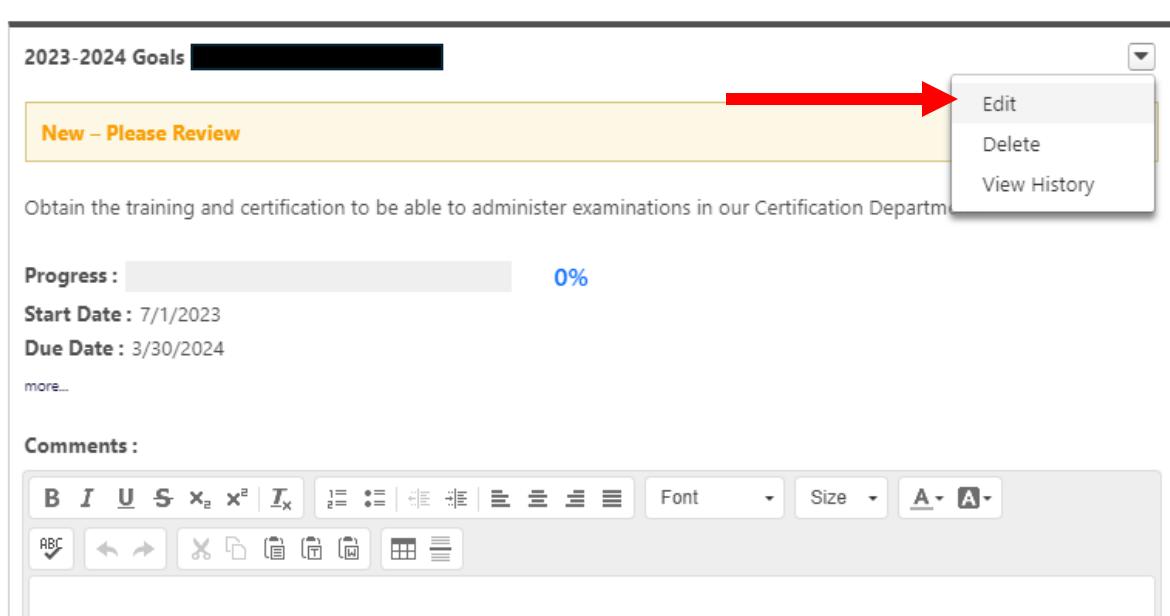
Title	Description	Status	Start Date	Due Date
2023-2024 Annual Performance Review Goal Setting	This is the first of two tasks for employees and managers to...	In Progress	3/1/2024	3/31/2024

3. Click on “Get Started”.



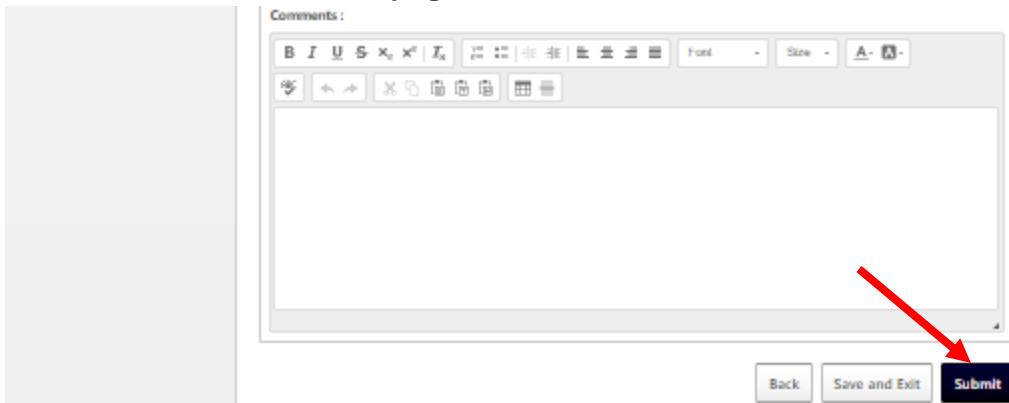
4. Scroll to search for the goal you want to Edit. *Note here, that if you have previously created a goal that was approved, a “Cancel” button will appear. If you have pending goals that have not been approved, then you use the “Delete” option.

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



The screenshot shows a web-based application for managing goals. At the top, a blue header bar contains the text "Human Resources" on the left and the St. Petersburg College logo (SPC) on the right. Below the header, the main content area has a white background. A goal card is displayed, titled "New – Please Review". The goal description is "Obtain the training and certification to be able to administer examinations in our Certification Department". Below the description, the "Progress" is shown as 0%. Under "Comments", there is a rich text editor toolbar with various formatting options like bold, italic, underline, and font size. To the right of the goal card, a context menu is open, indicated by a red arrow pointing to it. The menu options are "Edit", "Delete", and "View History".

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



The screenshot shows a "Comments" section with a rich text editor toolbar at the top. Below the toolbar is a large text area for comments. At the bottom of the page, there are three buttons: "Back", "Save and Exit", and a large, dark blue "Submit" button. A red arrow points to the "Submit" button, indicating where the user should click to submit the goal.