

How to Edit Goals after They Have Been Approved by Manager

*These instructions are for editing goals after you have submitted them to the manager, and they have been approved.

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

ST. PETERSBURG COLLEGE
TITANS

Performance Events Calendar

Goals ←

Performance Reviews

Development Plans

Your Subjects Add

1 Completion
0 Hours
0 Badges

Hi Marco! What would you like to learn today?
Search for learning

You don't have any subjects yet. Add a few to get better recommendations.

2. Locate the goal you want to edit and click on the carrot in the upper right corner. Then click "Edit".

My Goals

Current Period 7/1/2023 6/30/2024 Search

Display Cancelled Hide Completed

My Goals	
0%	Marco's 2nd SMART Goal Due Date : 10/31/2024 SPC Pillar : Academic Excellence
0%	Marco's SMART Goals 2023-2024 Due Date : 6/30/2024 SPC Pillar : Academic Excellence

Edit
Cancel
View History

3. After you edit your goal, click on “Submit” in the bottom right corner of the page.

Start Date Due Date *

3/26/2024 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



4. Then click on “Send Approval Request”. Your supervisor will be notified by email that you have a goal pending approval.

My Goals

Current Period Display Cancelled Hide Completed



My Goals

0% Email Test Goal Due Date : 6/30/2024 SPC Pillar : Community Engagement
0% SMART Goal Template Due Date : 6/30/2024 SPC Pillar : Community Engagement