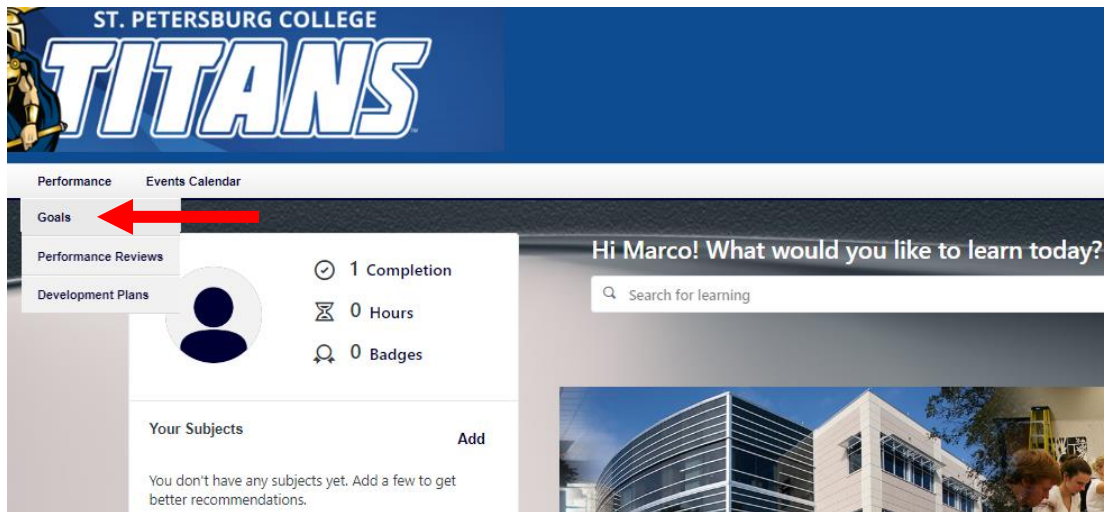


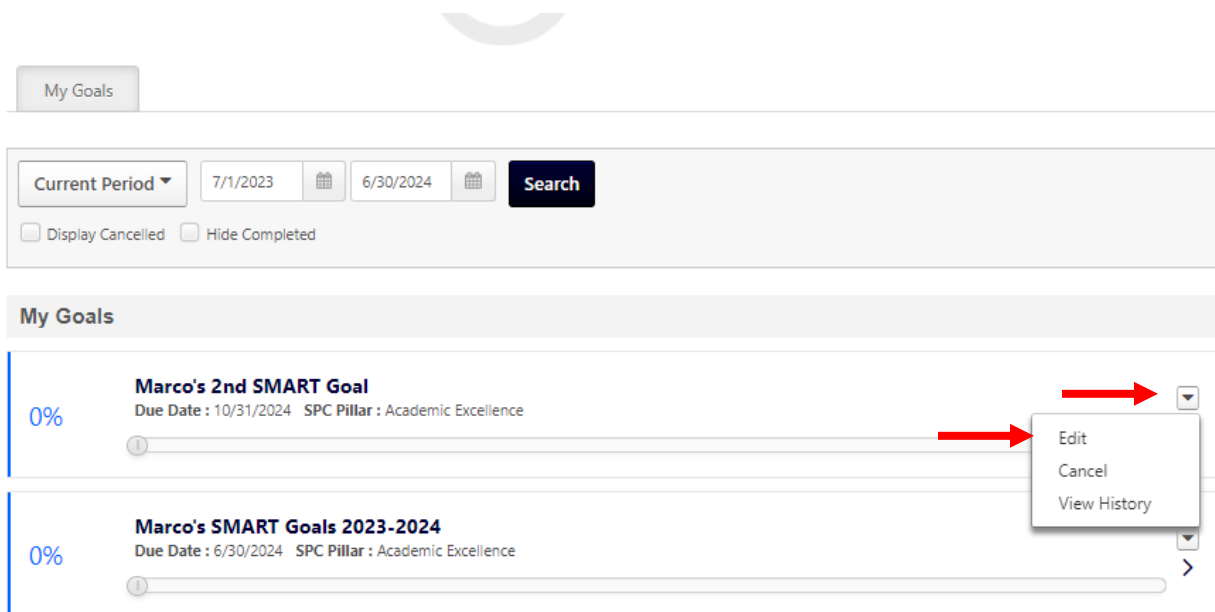
How to Edit Goals after They Have Been Approved by Manager

***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.



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



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

Cancel

Submit

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

7/1/2023

6/30/2024

Search

☐ Display Cancelled
 ☐ Hide Completed

Send Approval Request

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