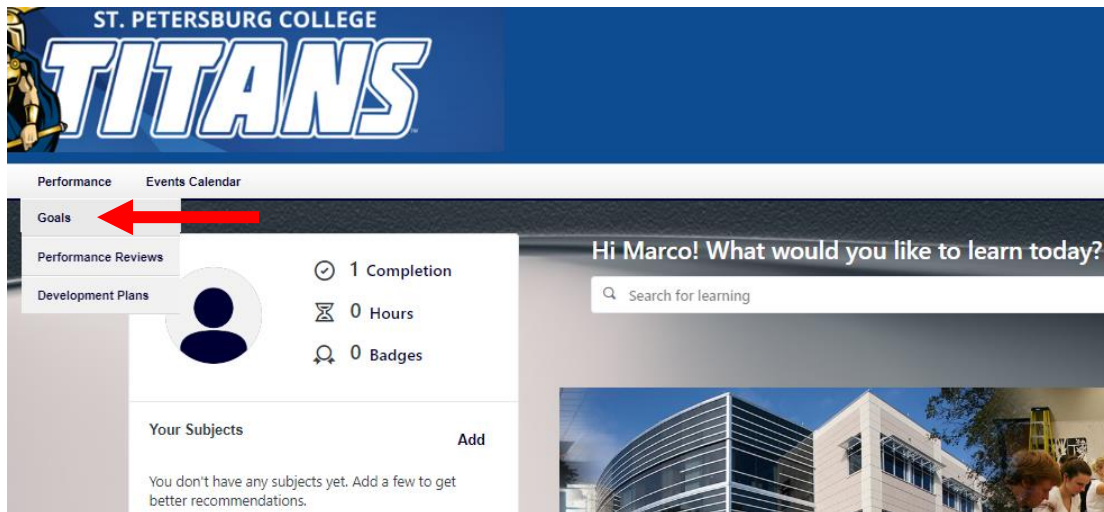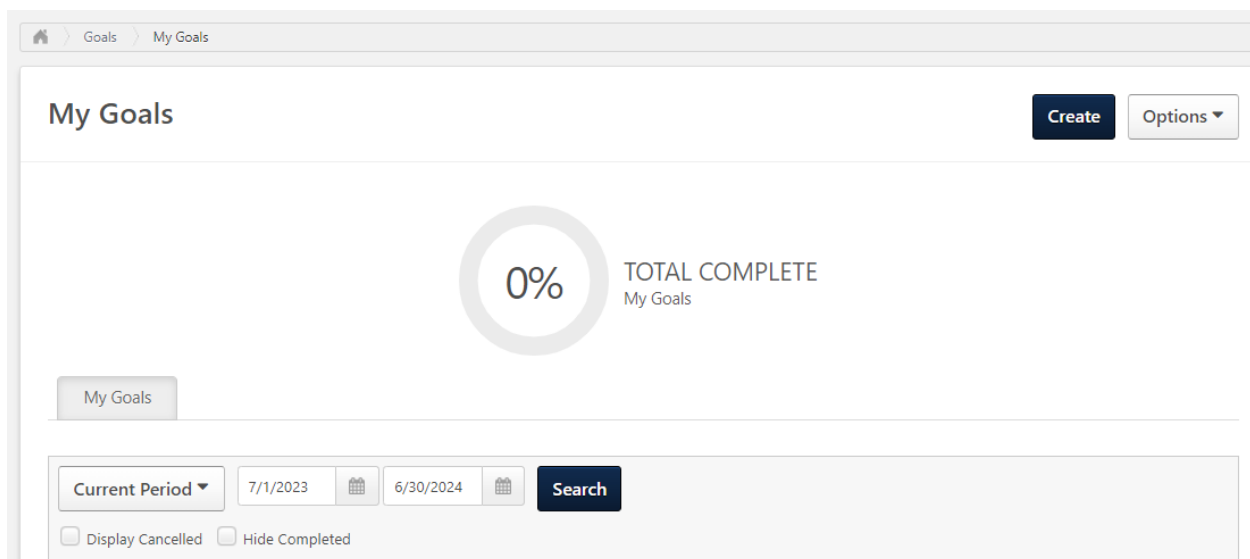## How to Create Goals for Approval (Outside of Performance Management)

*These instructions are for creating goals outside of the Performance Management process.

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

2. **From the My Goals page, click on "Create".**

Human Resources

3. **From the goal creation page, import the SMART goal template from the library. Click on "Library", then the radio button for "SMART Goal Template", then "Import".**

Events Calendar

Create Goals

Library

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

All fields marked "*" are required

Title *

Title

Description *

Library   ✕

Search   SPC Pillar ▾   Search

	Title	SPC Pillar
○	SMART Goal Template	Other

Close   **Import**

4. **Give your goal a new title.**

Create Goals

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

All fields marked "*" are required

Title *

SMART Goal Template

5. **Fill out all the required fields.**

Description *

| B | I | U | S | I_x | | | | | ABC |

Initial Goal:

SPECIFIC

Make your goal detailed and SPECIFIC. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

MEASURABLE

Make your goal MEASURABLE. Add measurements and tracking details.
I will measure/track my goal by using the following numbers, methods, or benchmarks:

Start Date   Due Date *

3/26/2024   6/30/2024

SPC Pillar *

Select ▾

6. **Scroll to the bottom of the page below your goal and click "Submit".**

Comments :

| B | I | U | S | x_e | x^e | I_x | | | | | | | | | | Font | - | Size | - | A- | A- |

Back   Save and Exit   **Submit**

7. **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