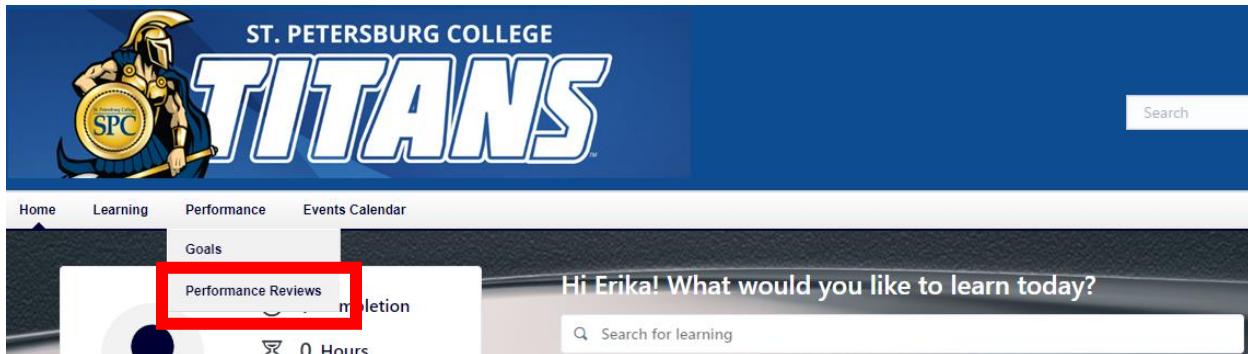
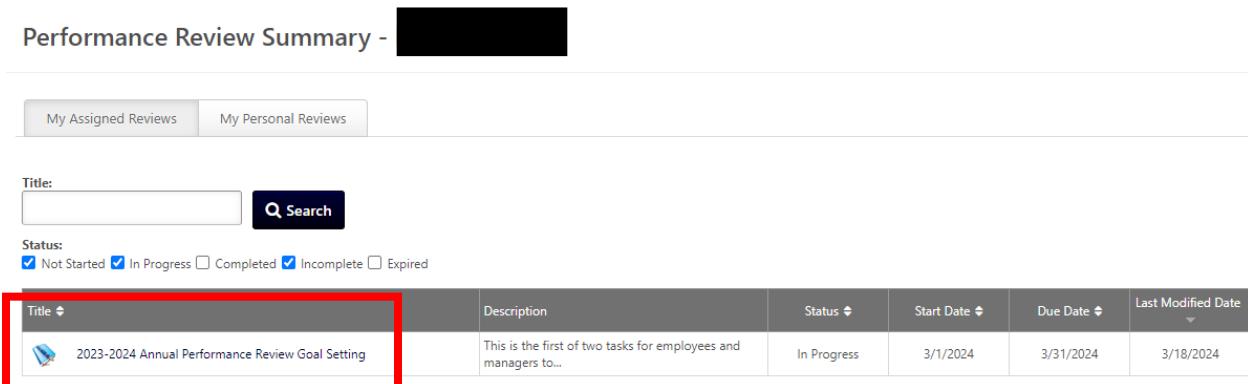


1. From Cornerstone Homepage, go to “Performance Reviews”



2. Click on the review task.



3. Click on “Get Started”.

End of 2023-2024 Annual Performance Review Task One. This task involves two steps.

Step One: Employee creates SMART goal on Cornerstone using the SMART goal template.

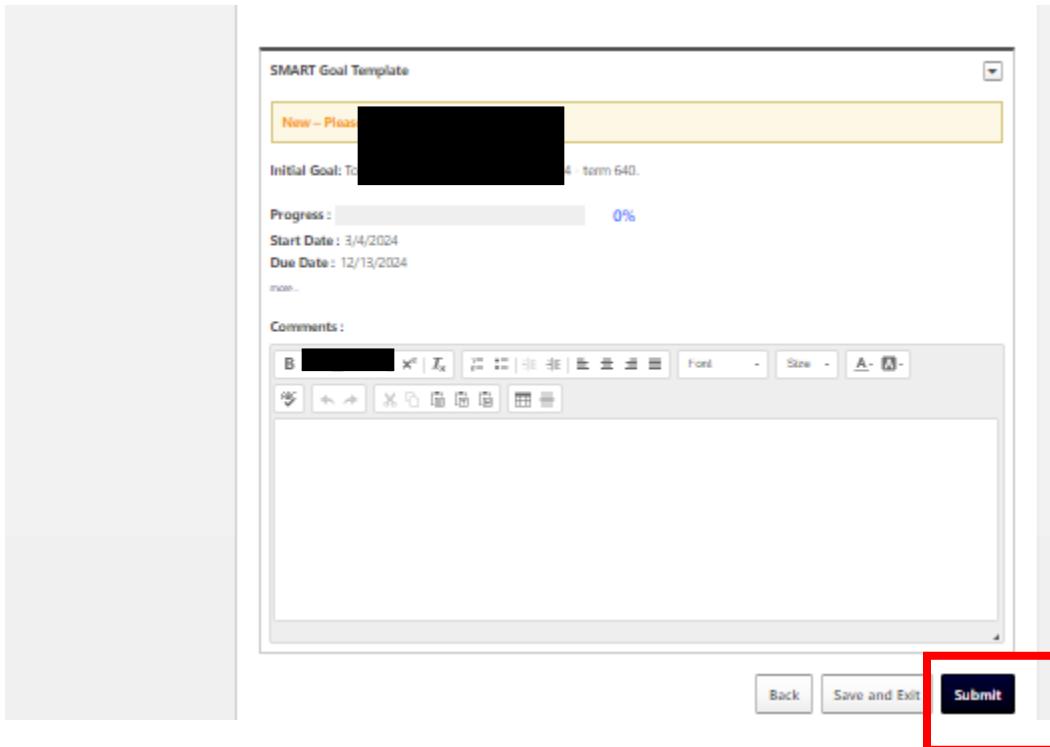
*See tutorial on the performance management steps here: <https://spcollege.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=92c19199-5084-4f98-bc5d-b123015eeb90>

Step Two: Manager reviews and approves SMART goal.

*Note: Prior to completing this performance review task, it is highly suggested that the manager meet with their employee to discuss their SMART goal for this year. This will ensure that the goal aligns with SPC's pillars and departmental goals, and eliminate the need for revisions when the employee submits their goal for approval.



4. Scroll to the bottom of the page below your goal and click “Submit”.



5. A pop-up will appear. Click “Submit” again.

Submit Review



You will not be able to modify once you have submitted. Are you sure that you want to submit now?

