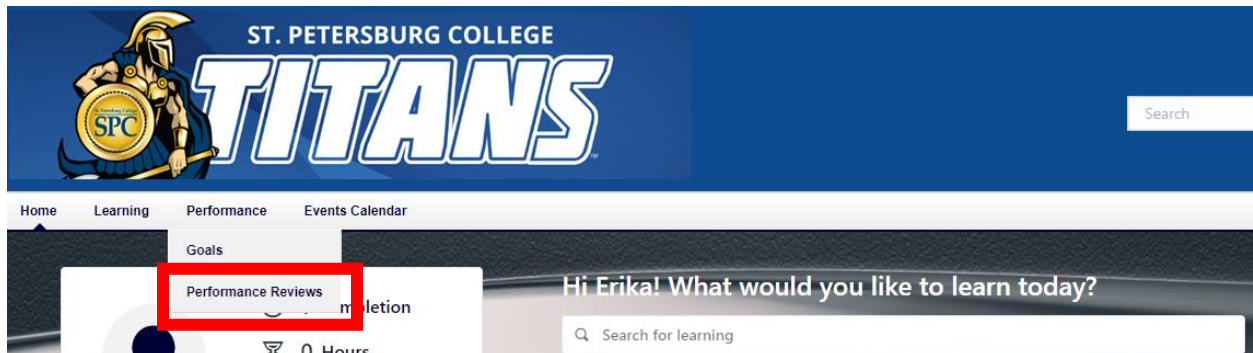



1. From Cornerstone Homepage, go to “Performance Reviews”**2. Click on the review task.**

Performance Review Summary - [REDACTED]

My Assigned Reviews My Personal Reviews

Title:

Status: ☒ Not Started ☒ In Progress ☐ Completed ☒ Incomplete ☐ Expired

Title	Description	Status	Start Date	Due Date	Last Modified 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	3/18/2024

3. Click on “Get Started”.

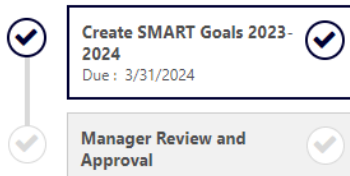
End of 2023-2024 Annual Performance Review Task One. This task involves two steps.

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

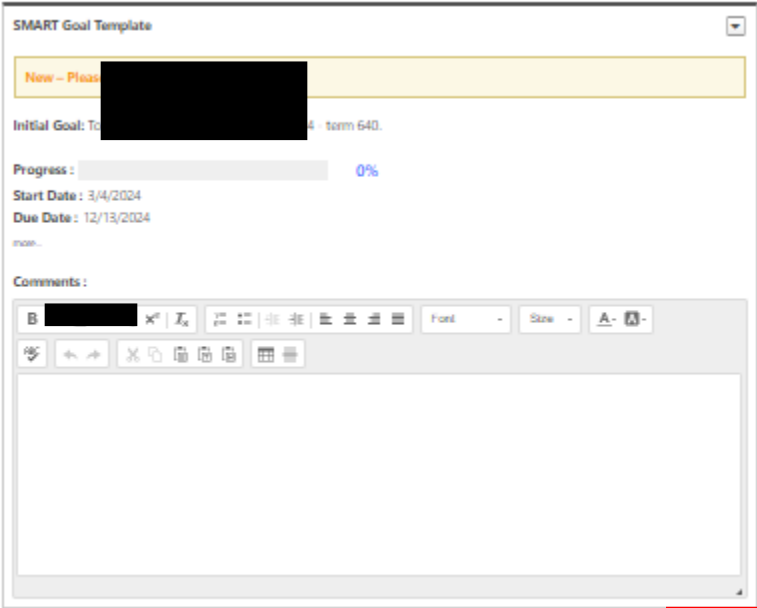
*See tutorial on the performance management steps here: <https://spcollege.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=92c19199-5084-4f98-bc5d-b123015eeb90>

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.

Review Step Progression**Get Started**

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




The screenshot shows a 'SMART Goal Template' form. At the top, there is a yellow bar with the text 'New - Please'. Below this, the 'Initial Goal: To' field is partially visible, followed by '4 - term 640.'. The 'Progress' bar is at 0%. The 'Start Date' is 3/4/2024 and the 'Due Date' is 12/13/2024. There is a 'Comments' section with a rich text editor. At the bottom right of the form, there are three buttons: 'Back', 'Save and Exit', and 'Submit'. The 'Submit' button is highlighted with a red rectangle.

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?



The screenshot shows a 'Submit Review' pop-up window. It contains the text 'You will not be able to modify once you have submitted. Are you sure that you want to submit now?'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangle.