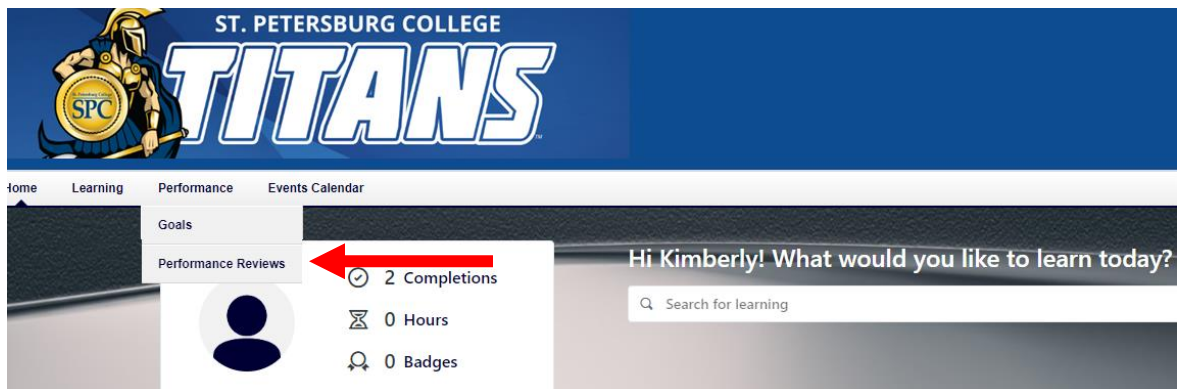


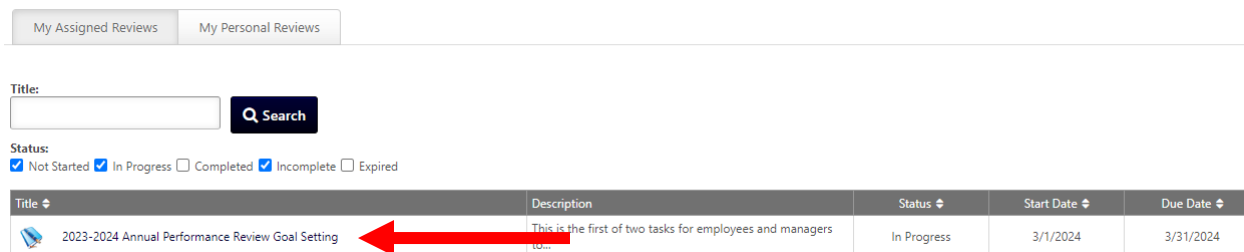
How to Cancel Goals in Performance Review Prior to Submitting

***Note:** These instructions only apply if you have an “In progress” status and not yet submitted your goals within the performance review task.

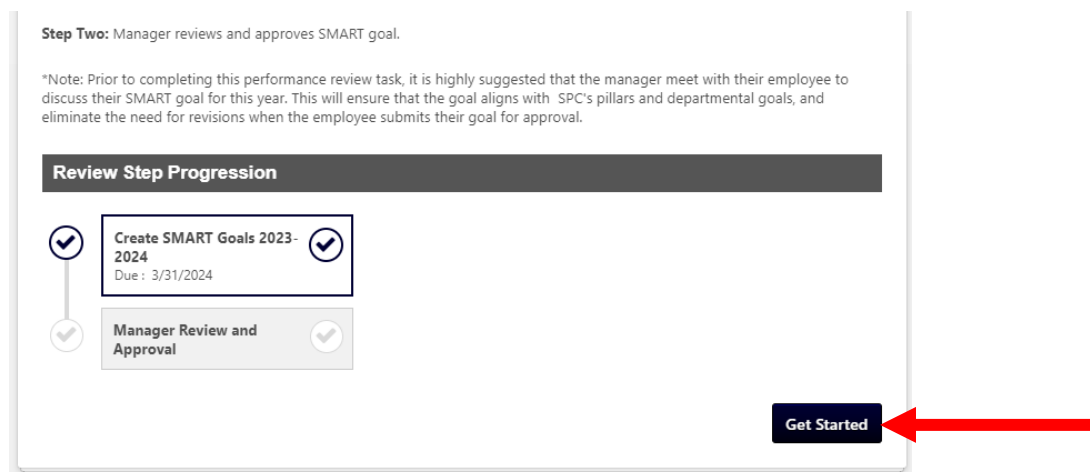
1. From your Cornerstone Homepage, navigate to “Performance Reviews”



2. Click on the task in which you want to cancel goals.



3. Click on “Get Started”.



4. Scroll to search for the goal you want to cancel or delete. *Note here, that if you have previously created a goal that was approved, a “Cancel” button will appear. If you have pending goals that have not been approved, then you use the “Delete” option.

For previously approved goal:

2023-2024 Goals [REDACTED] ▼

Pending Approval

Maintaining the smooth functioning logistics of the Perkins Grant Purchasing, Marketing, Travel and Certification and completing tasks promptly and with precision to assist the teams all of the information flows through.


More

Progress : [Progress Bar] 0%

Start Date : 3/19/2024

Due Date : 6/30/2024

more...

 **Cancel Goal**

For pending goal, use the carrot in the upper right corner of the goal:

2023-2024 [REDACTED] ▼

New – Please Review

Obtain the training and certification to be able to administer examinations in our Certification Department


Progress : [Progress Bar] 0%

Start Date : 7/1/2023

Due Date : 3/30/2024

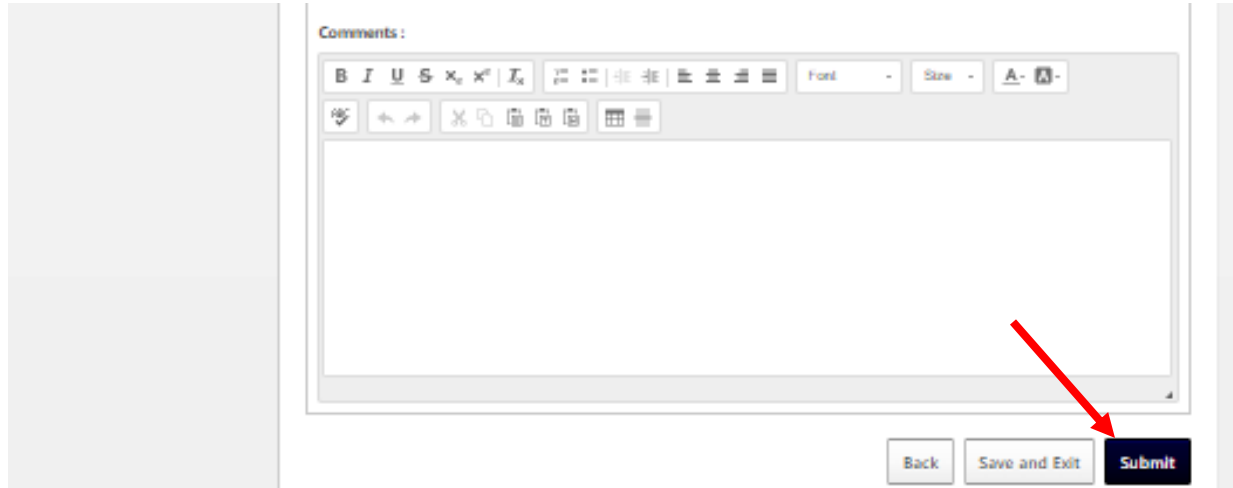
more...

Comments :

 Edit
Delete
View History

Rich Text Editor: B I U S x₂ x² I_x [List Icons] Font [Font] Size [Size] A- A+ [ABC] [Undo] [Redo] [Cut] [Copy] [Paste] [Link] [Unlink] [Table] [Table Icons]

5. Submit the performance review task when you are satisfied with your goals.



The screenshot shows a web interface for submitting a performance review task. On the left is a large, empty gray rectangular area. To its right is a 'Comments' section. This section includes a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large, empty text area for entering comments. At the bottom right of the interface are three buttons: 'Back', 'Save and Exit', and 'Submit'. A red arrow points from the bottom right corner of the text area to the 'Submit' button.