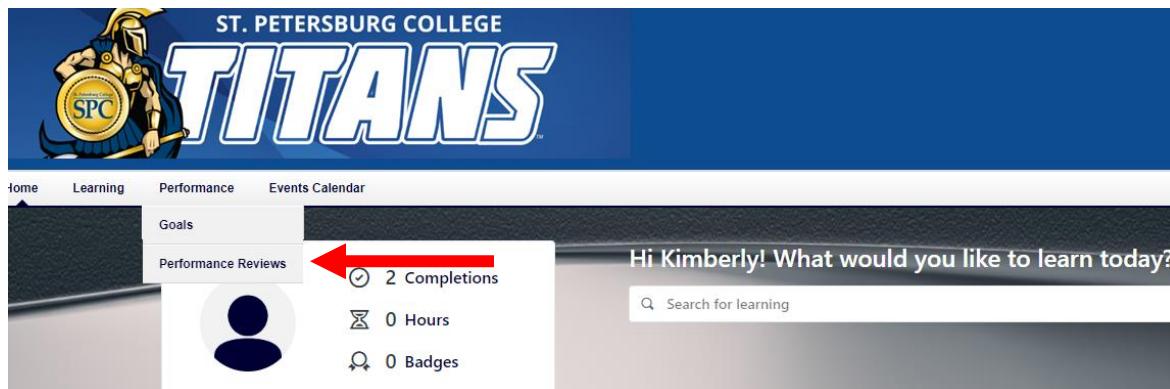


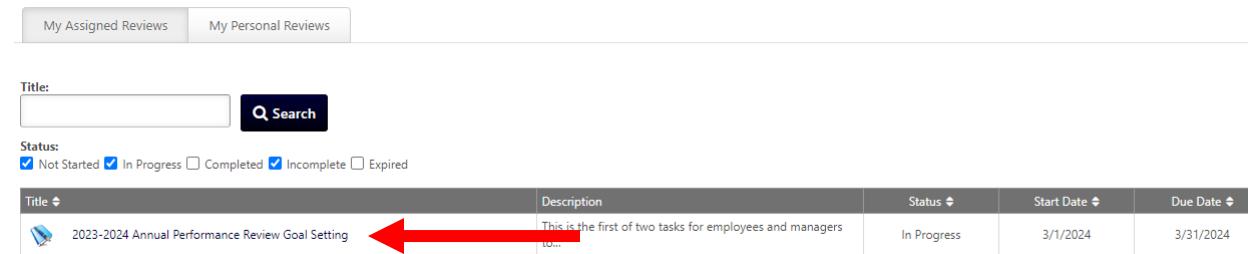
How to Cancel Goals in Performance Review Prior to Submitting

***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”

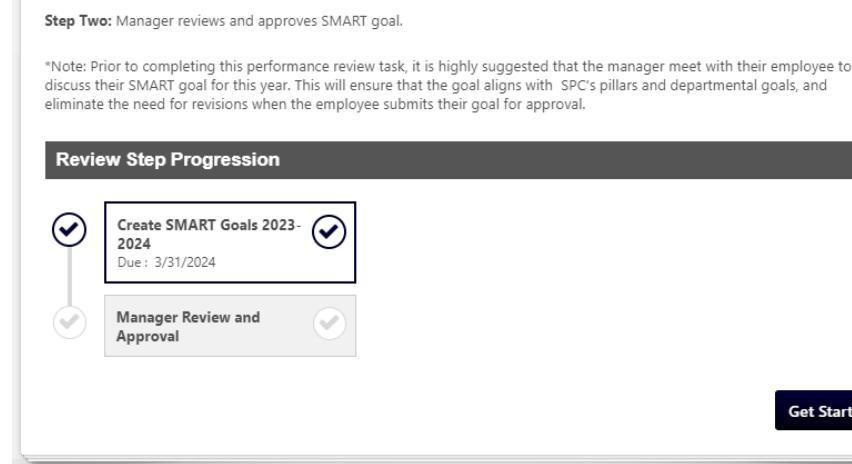


2. Click on the task in which you want to cancel goals.



Title	Description	Status	Start Date	Due Date
2023-2024 Annual Performance Review Goal Setting	This is the first of two tasks for employees and managers	In Progress	3/1/2024	3/31/2024

3. Click on “Get Started”.



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

Step	Status
Create SMART Goals 2023-2024	Completed
Manager Review and Approval	Pending

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.

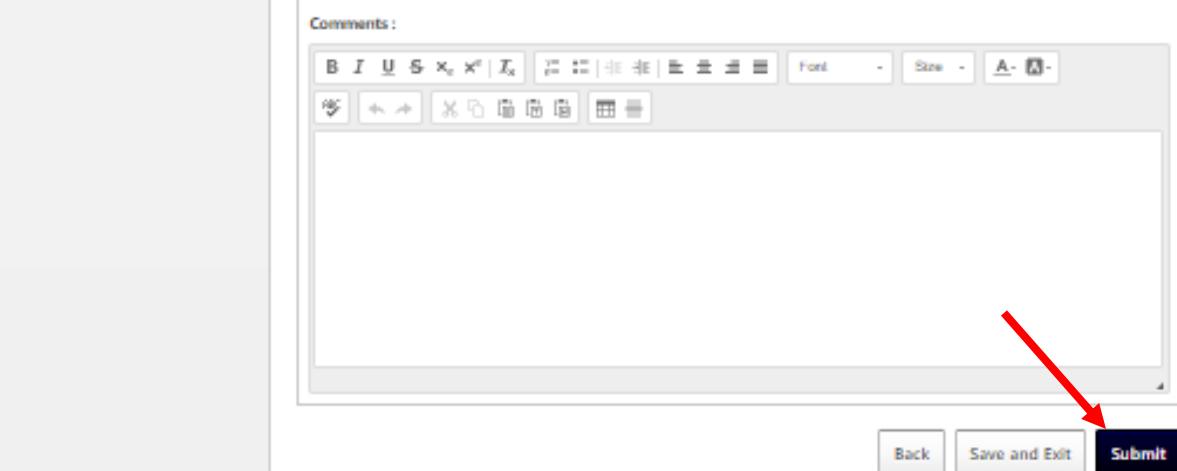
For previously approved goal:

The screenshot shows a goal entry for the year 2023-2024. The goal title is "Pending Approval" and the description is "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." The goal has a progress bar at 0% and a due date of 6/30/2024. A red arrow points to the "Cancel Goal" button.

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

The screenshot shows a goal entry for the year 2023-2024. The goal title is "New – Please Review" and the description is "Obtain the training and certification to be able to administer examinations in our Certification Department". A red arrow points to a context menu with options: Edit, Delete, and View History. The goal has a progress bar at 0% and a due date of 3/30/2024. A rich text editor toolbar is visible at the bottom.

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



The image shows a screenshot of a web-based application for a performance review. On the left, there is a large, empty white area. To the right of this is a vertical grey sidebar. The main content area contains a 'Comments:' label above a rich text editor. The editor has a toolbar with various icons for bold, italic, underline, etc. Below the toolbar is a large text area. At the bottom of the editor are three buttons: 'Back', 'Save and Exit', and a dark blue 'Submit' button. A red arrow points to the 'Submit' button.