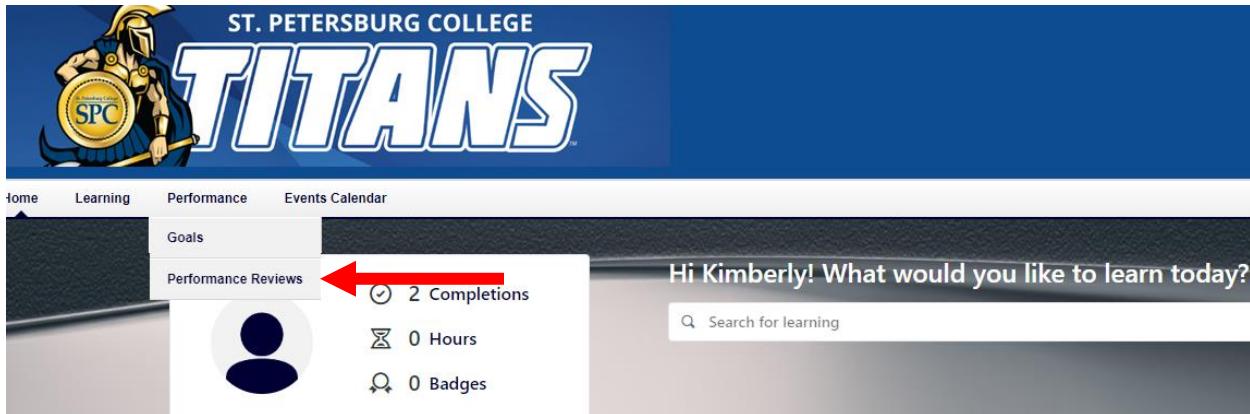


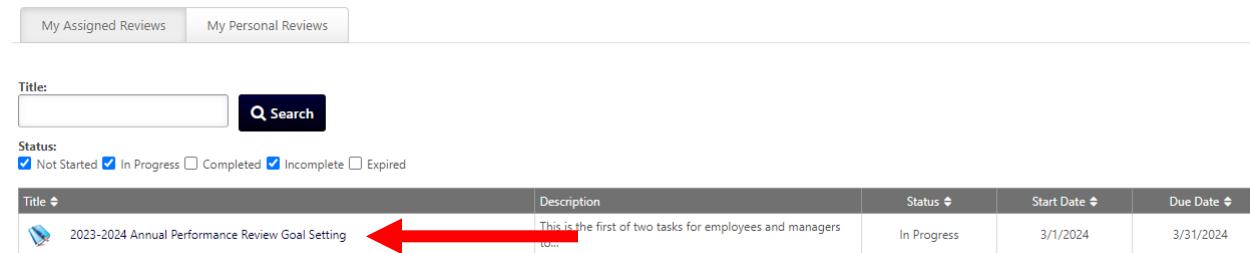
How to Cancel Goals in Performance Review prior to Submitting

***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”

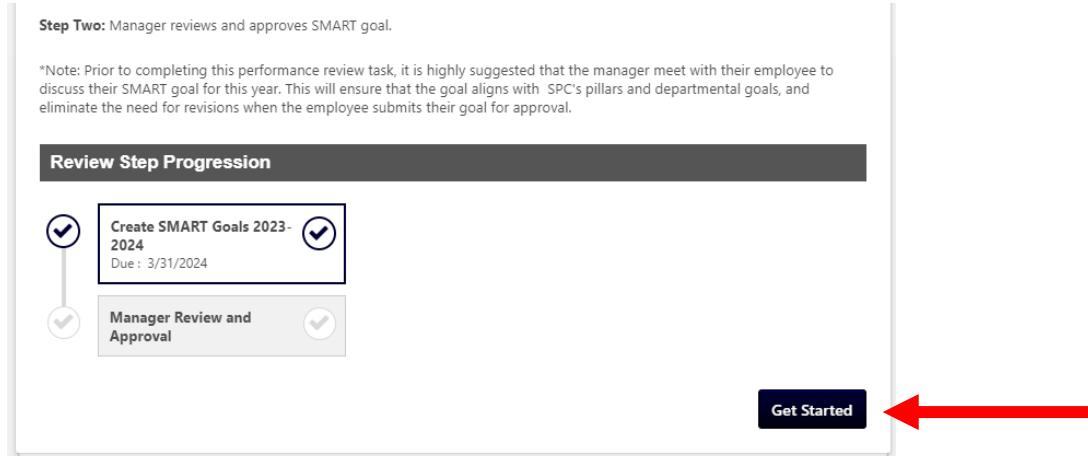


2. Click on the task in which you want to cancel goals.



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 to...	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.

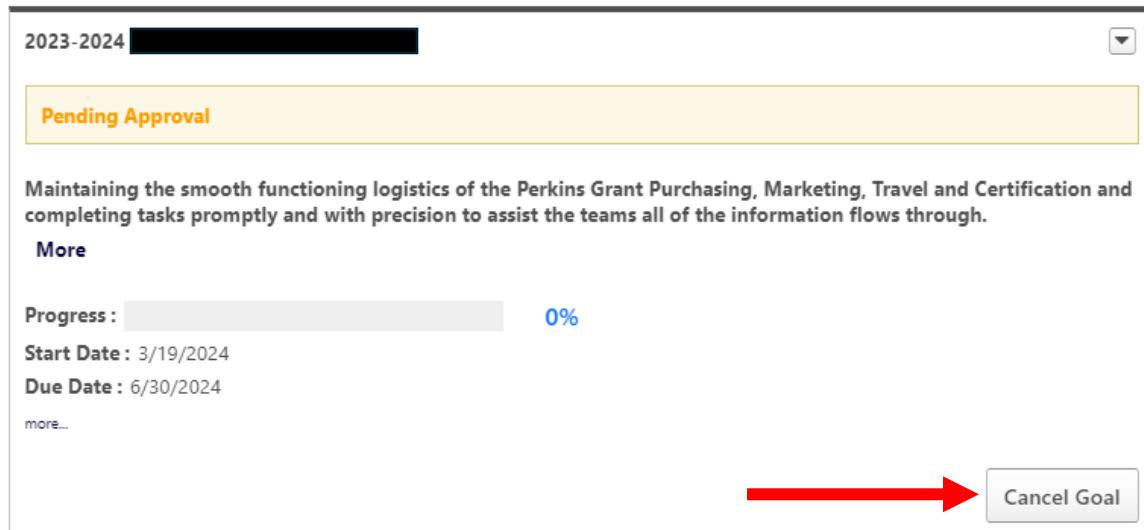
Review Step Progression

✓ Create SMART Goals 2023-2024 Due: 3/31/2024	✓ Manager Review and Approval
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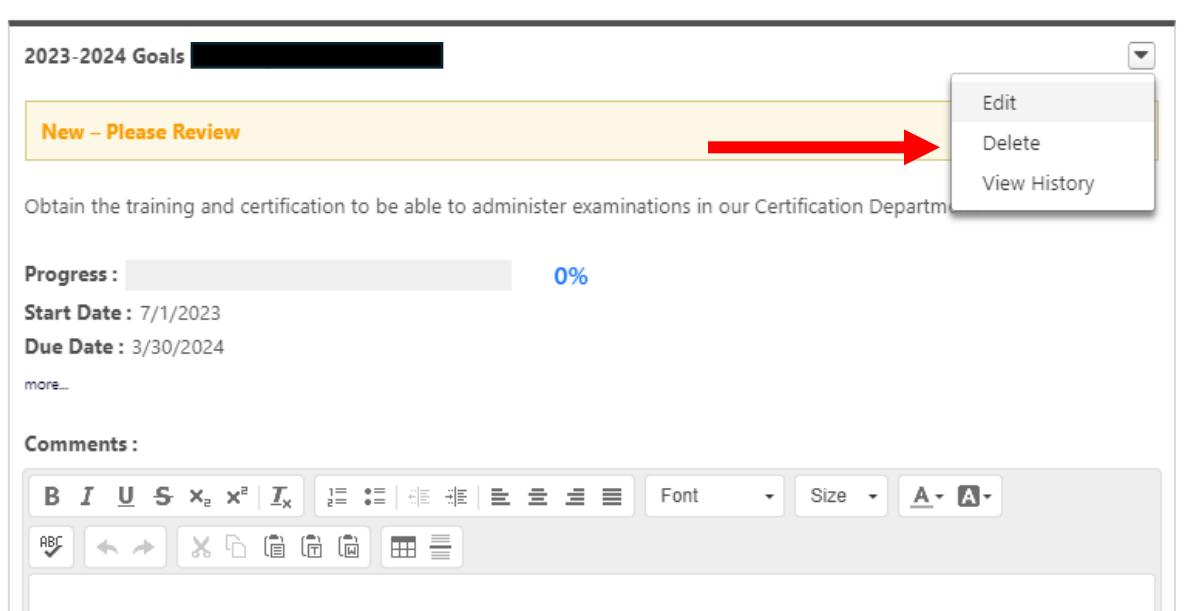
Get Started

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:



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



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

