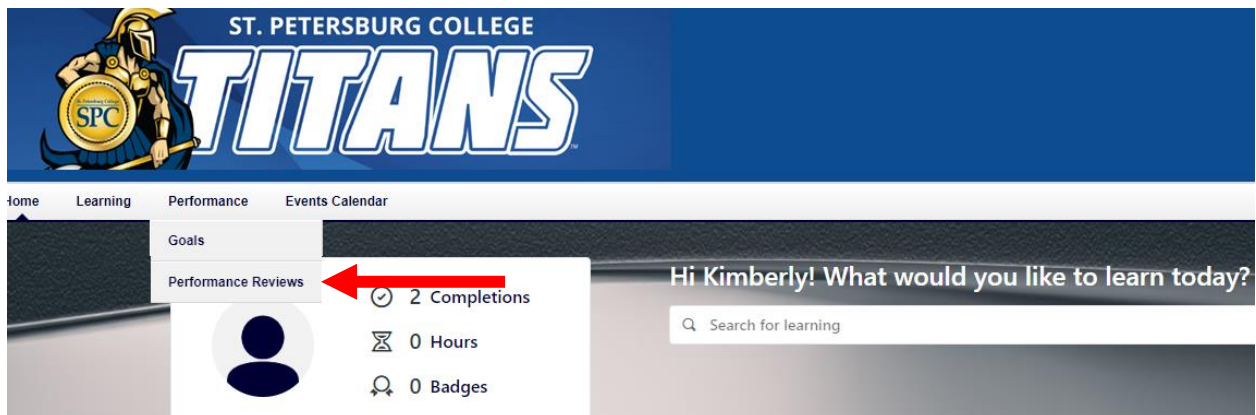


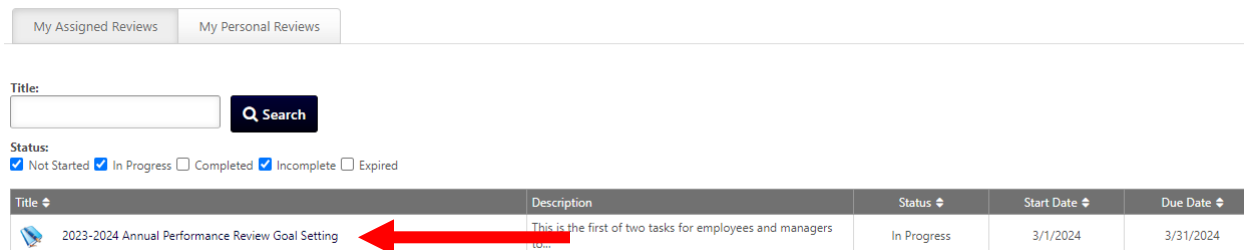
How to Cancel Goals in Performance Review prior to Submitting

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

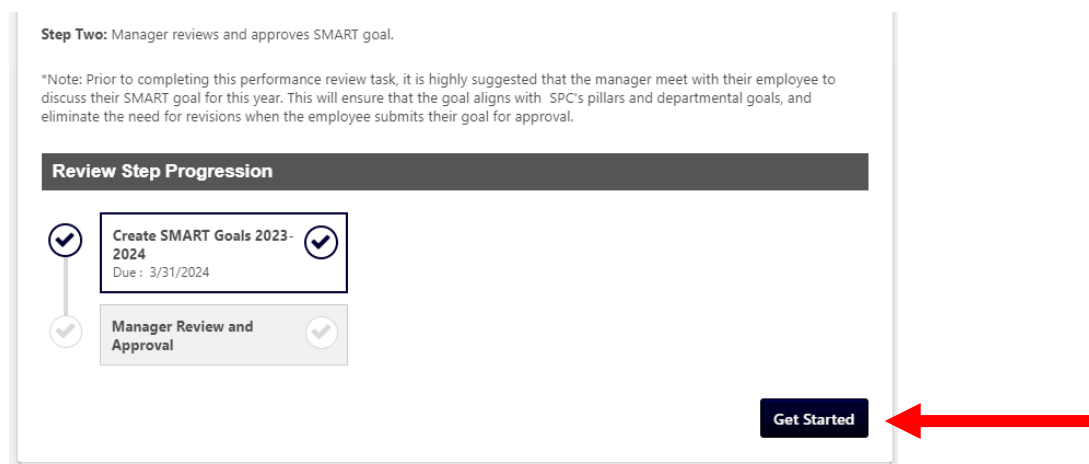
1. From your Cornerstone Homepage, navigate to “Performance Reviews”



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 [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 Goals [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 :

[Rich Text Editor]

[Edit] [Delete] [View History]

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

Due Date : 12/13/2024

mon..

Comments :

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Link (x), Unlink (x), Text Color (A), Background Color (A), Bulleted List (ul), Numbered List (ol), Indent Left, Indent Right, Outdent Left, Outdent Right, Font, Size, Font Color (A), Background Color (A).

Buttons: Back, Save and Exit, Submit