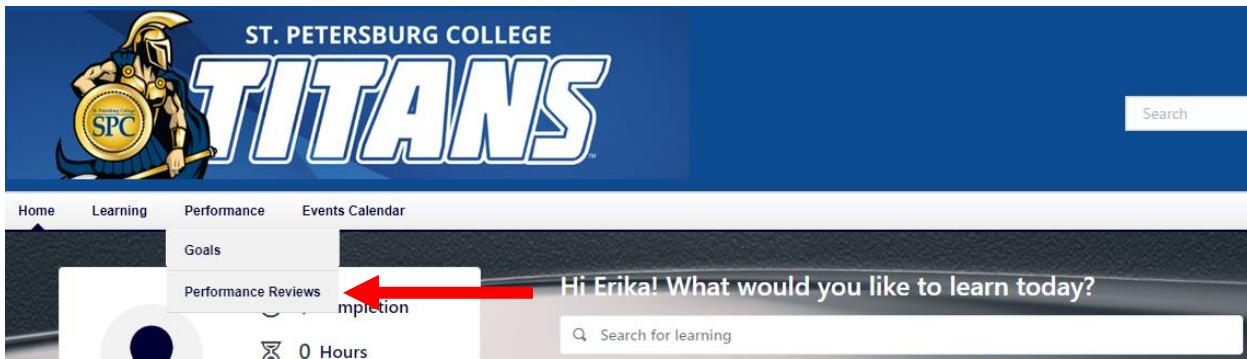


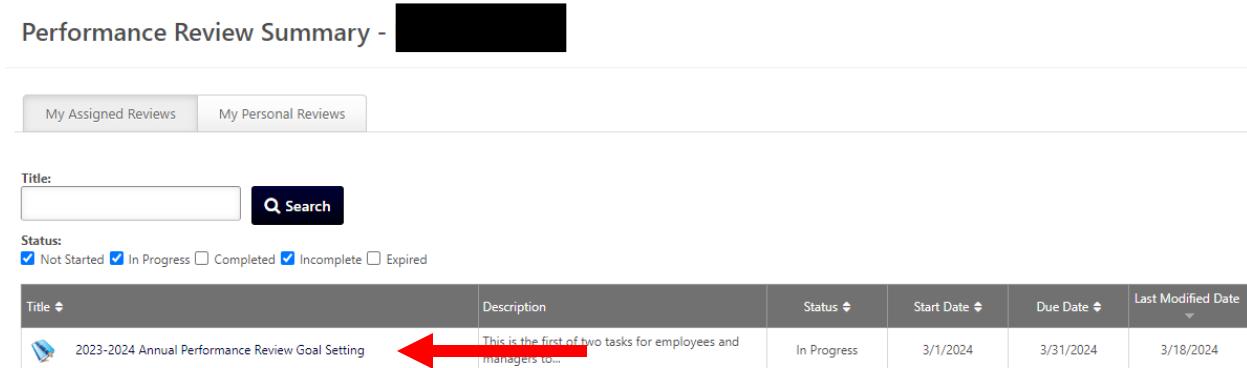
How to Create and Submit Goals for Performance Management

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



The screenshot shows the St. Petersburg College homepage with a blue header featuring the 'TITANS' logo. The top navigation bar includes links for Home, Learning, Performance, Events Calendar, Goals, and Performance Reviews. A red arrow points to the 'Performance Reviews' link. Below the header, a greeting 'Hi Erika! What would you like to learn today?' is displayed, along with a search bar and a '0 Hours' badge.

2. From the Performance Review page, click on the review task.



The screenshot shows the 'Performance Review Summary' page. It includes tabs for 'My Assigned Reviews' and 'My Personal Reviews'. Below these are sections for 'Title:' and 'Status:' with checkboxes for 'Not Started', 'In Progress', 'Completed', 'Incomplete', and 'Expired'. A table lists tasks, with a red arrow pointing to the first task: '2023-2024 Annual Performance Review Goal Setting'. The table columns are: Title, Description, Status, Start Date, Due Date, and Last Modified Date. The task details are: Description: 'This is the first of two tasks for employees and managers to...', Status: 'In Progress', Start Date: '3/1/2024', Due Date: '3/31/2024', and Last Modified Date: '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-b123015ee690>

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.



The screenshot shows the 'Review Step Progression' section. It displays a flowchart with two boxes: 'Create SMART Goals 2023-2024' (with a checkmark) and 'Manager Review and Approval' (with a checkmark). A red arrow points to the 'Get Started' button at the bottom right.

4. Click on “Add Goals”.

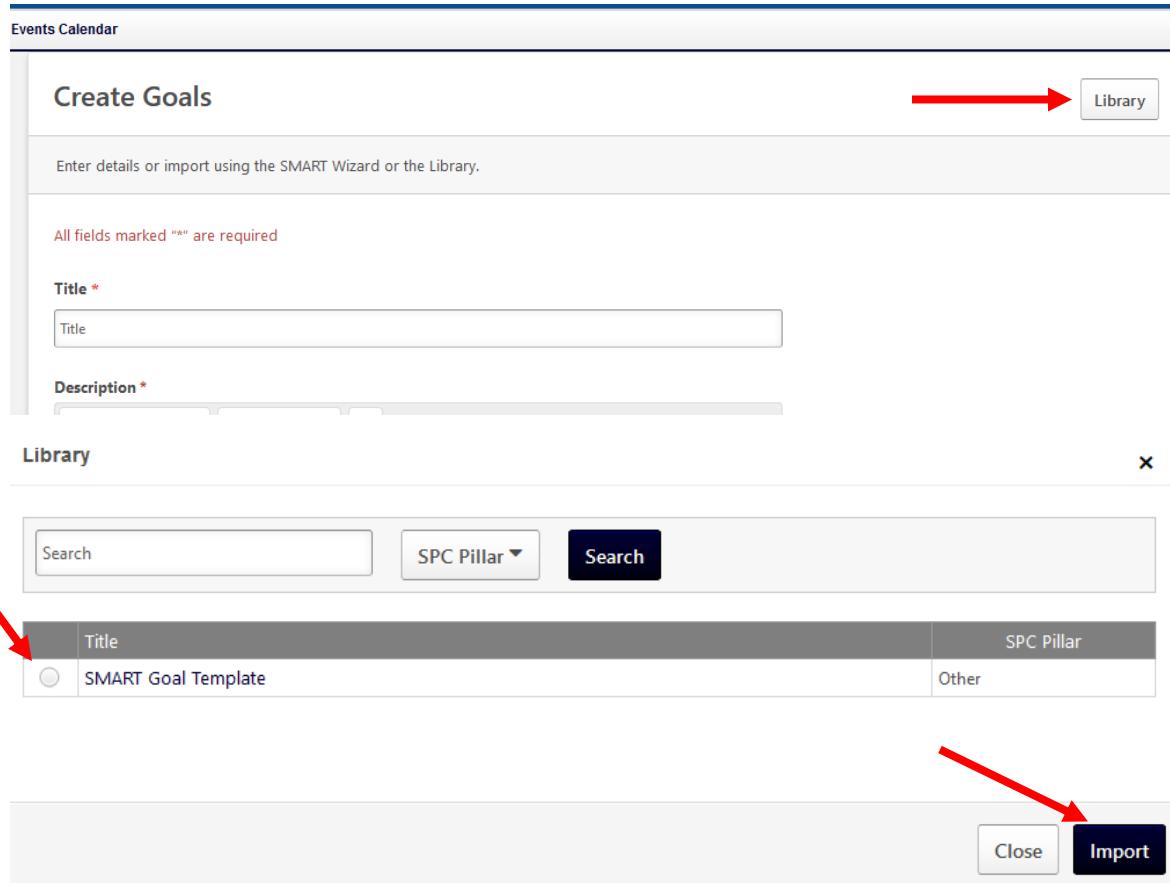
2023-2024 Goal Setting and Approval

Erika Martinez
Administrative Svcs Spec. III
7/1/2023 - 6/30/2024

100%

Goal Setting and Approval 2023-2024

Add Goals

5. From the goal creation page, import the SMART goal template from the library. Click on “Library”, then the radio button for “SMART Goal Template”, then “Import”.

Events Calendar

Create Goals

Library

Enter details or import using the SMART Wizard or the Library.

All fields marked *** are required

Title *

Description *

Library

Search SPC Pillar Search

	Title	SPC Pillar
<input type="radio"/>	SMART Goal Template	Other

Close Import

6. Give your goal a new title.

Create Goals

Enter details or import using the SMART Wizard or the Library.

All fields marked "*" are required

Title *

SMART Goal Template



7. Fill out all the required fields.

Description *



Initial Goal:



SPECIFIC

Make your goal detailed and SPECIFIC. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

MEASURABLE

Make your goal MEASURABLE. Add measurements and tracking details.

I will measure/track my goal by using the following numbers, methods, or benchmarks:

Start Date

3/26/2024



Due Date *

6/30/2024



SPC Pillar *

Select ▾



8. Scroll down to the bottom and click “Save”.

Start Date Due Date *

3/26/2024 6/30/2024

SPC Pillar *

Select ▾

Targets

Add Targets

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Visibility

Allow other users to see and align

Cancel Save

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

Step 1: Erika Martinez will create SMART goal(s), include comments if applicable, and submit to manager for review and approval.
Step 2: Matthew Liao Troth will review the Erika Martinez's SMART goal(s), edit or include feedback in the comments if applicable, and submit to approve the goal.

SMART Goal Template

New – Please Review

Initial Goal: To complete my AA by this Fall of 2024 – term 640.

Progress : 0%

Start Date : 3/4/2024

Due Date : [REDACTED]

Comments :

Back Save and Exit Submit

10. A pop-up will appear. Click “Submit” again.

Submit Review X

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel

Submit

