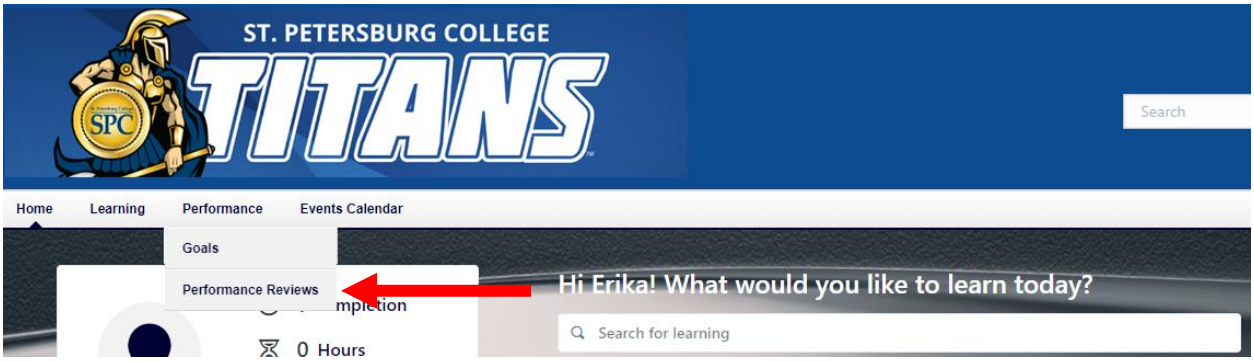
Human Resources

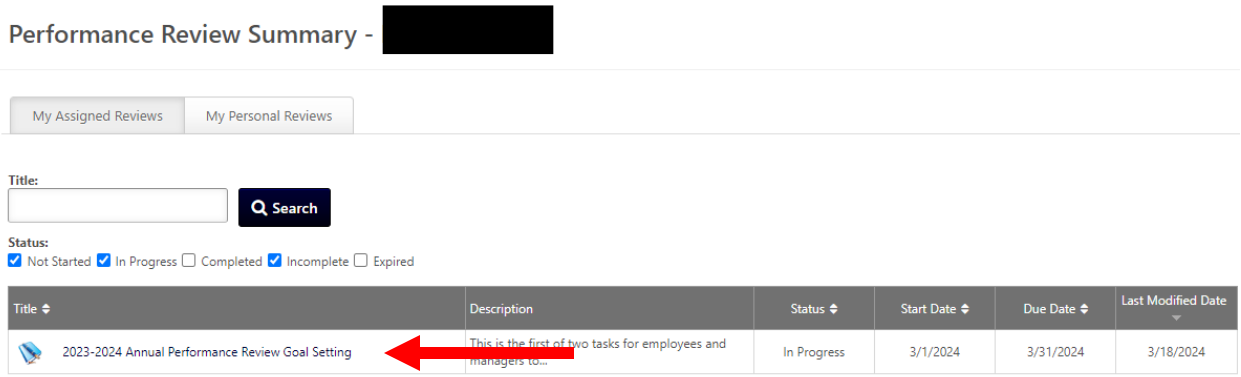
St. Petersburg College SPC

How to Create and Submit Goals for Performance Management

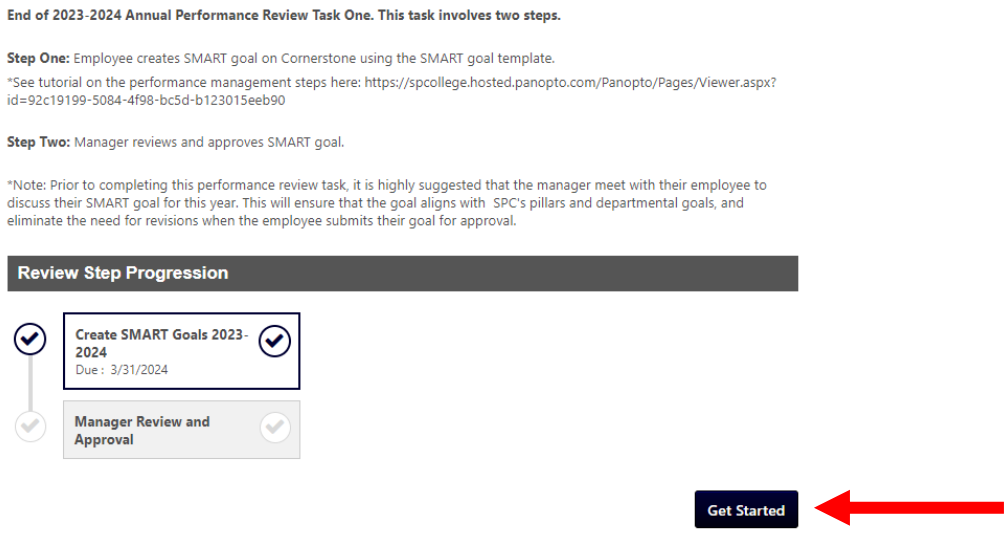
1. **From your Cornerstone Homepage, go to "Performance Reviews"**



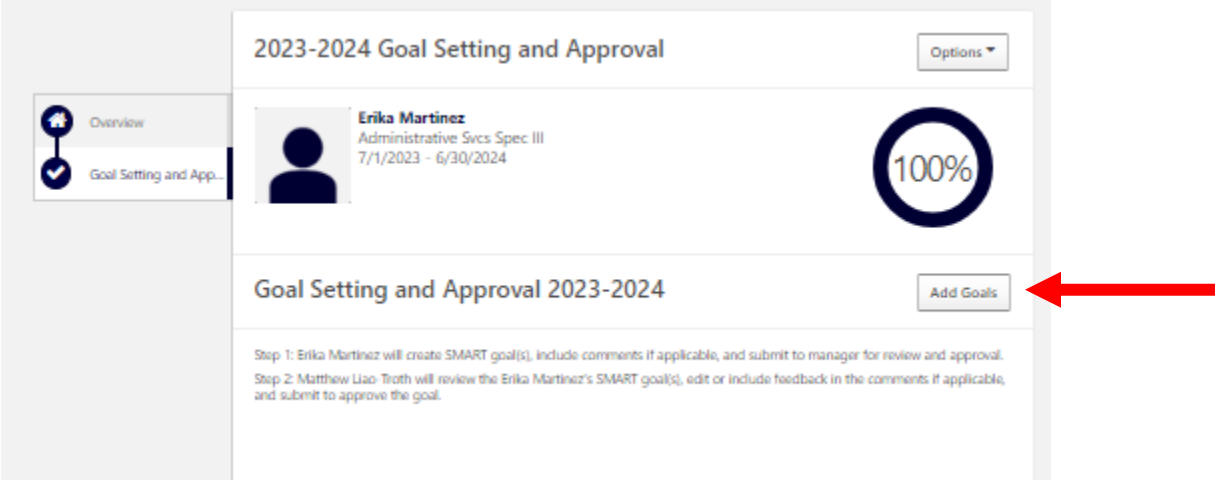
2. **From the Performance Review page, click on the review task.**



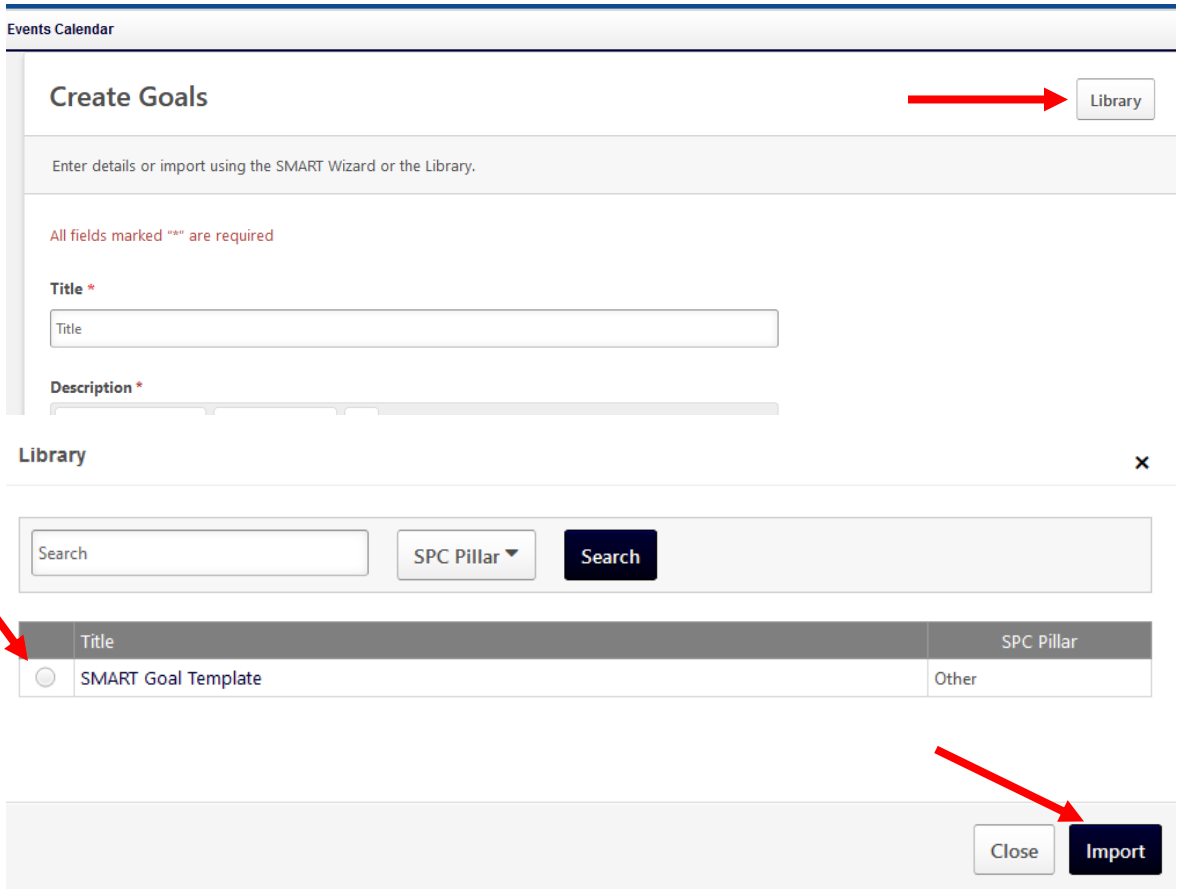
3. **Click on "Get Started".**



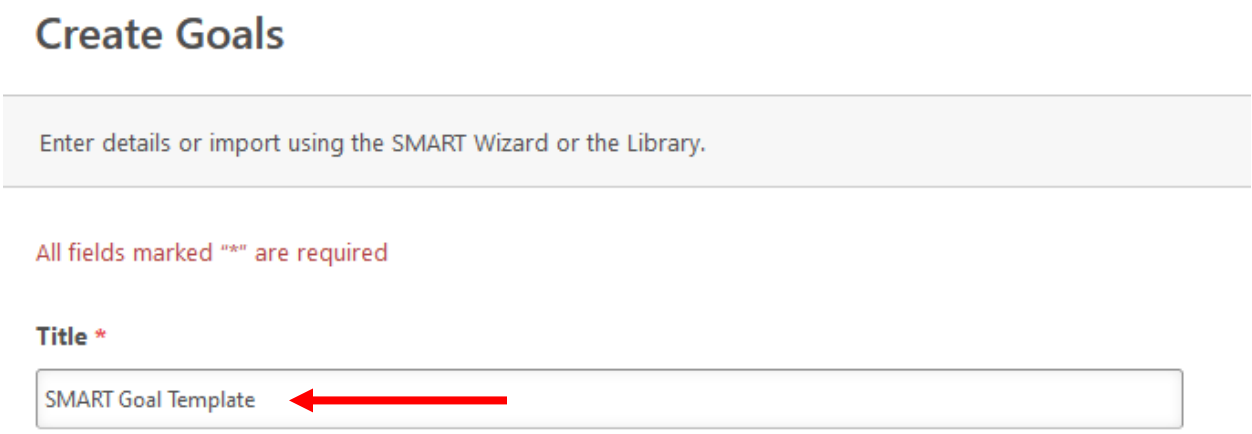
4. **Click on "Add Goals".**



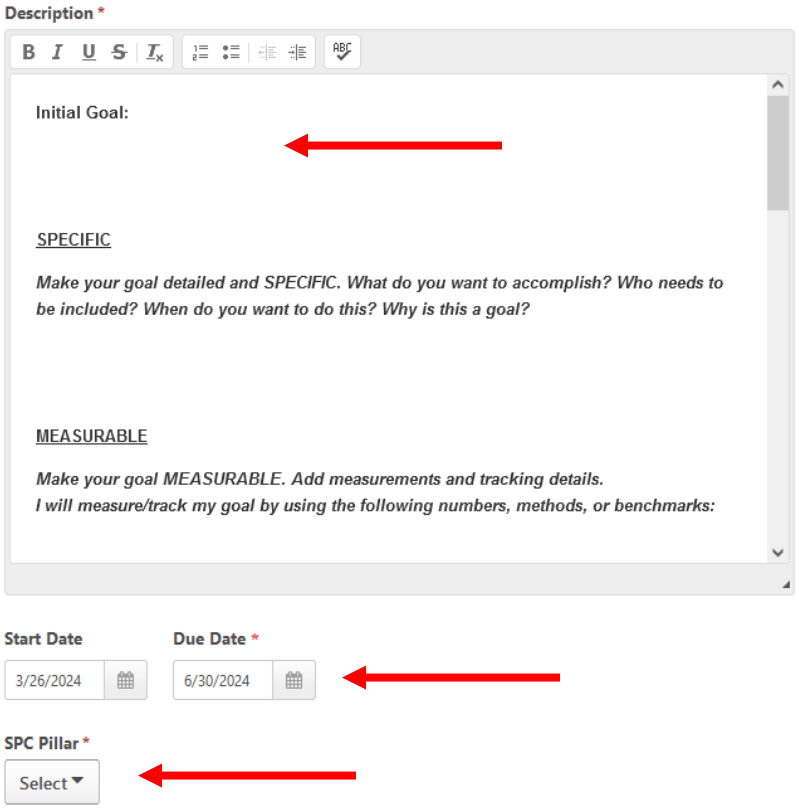
5. **From the goal creation page, import the SMART goal template from the library. Click on "Library", then the radio button for "SMART Goal Template", then "Import".**



6. **Give your goal a new title.**

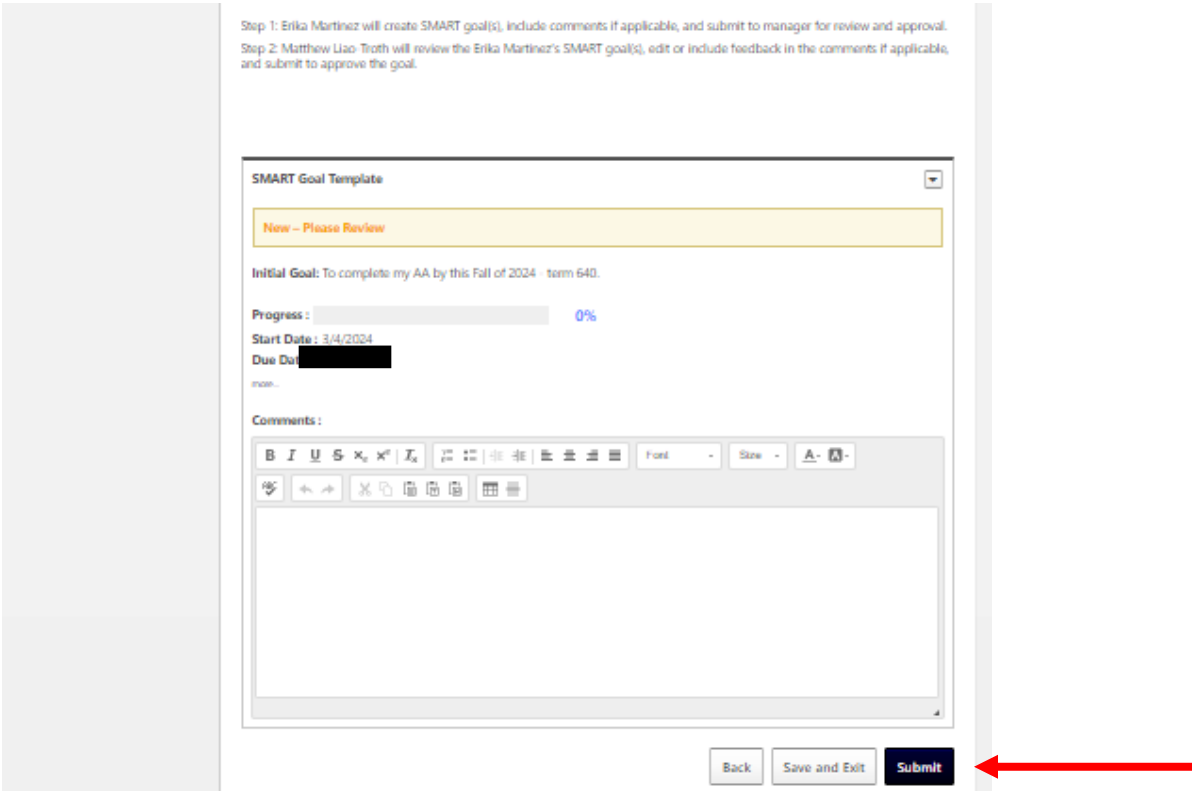
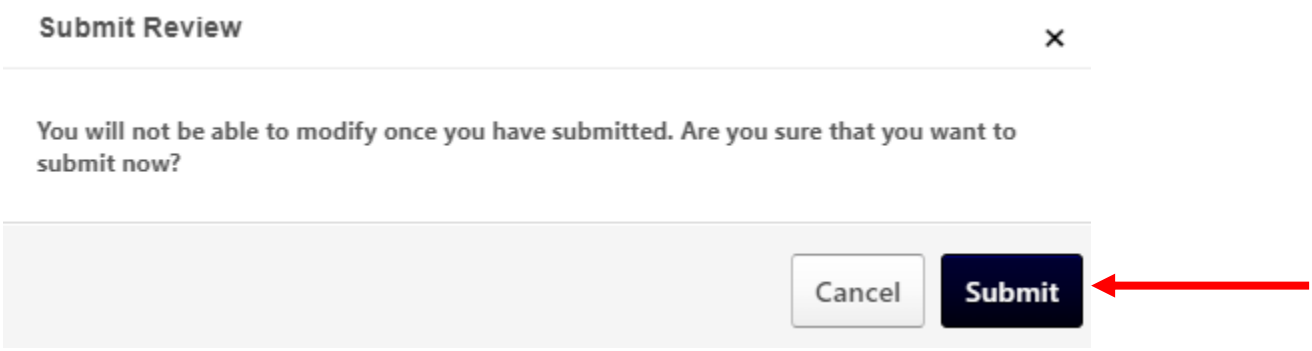


7. **Fill out all the required fields.**



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

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



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