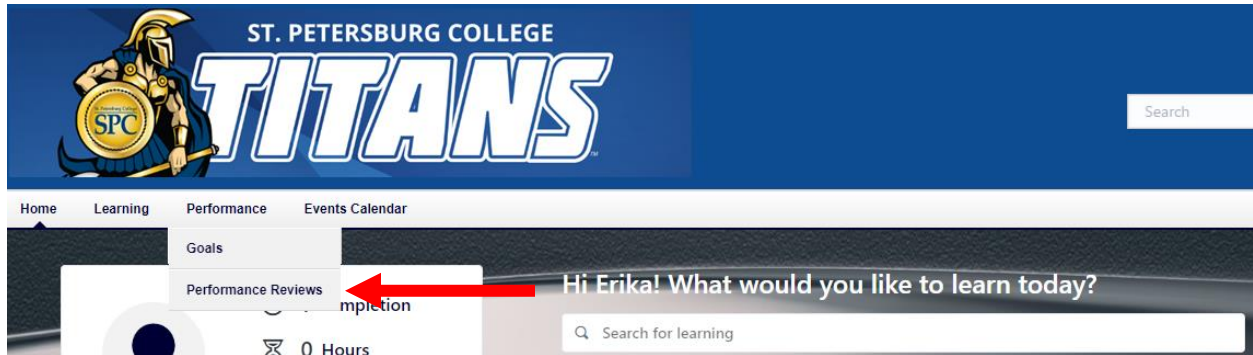


How to Create and Submit Goals for Performance Management

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



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

Performance Review Summary - [REDACTED]

My Assigned Reviews My Personal Reviews

Title:

Status:
☒ Not Started ☒ In Progress ☐ Completed ☒ Incomplete ☐ Expired

Title	Description	Status	Start Date	Due Date	Last Modified 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	3/18/2024

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-b123015eeb90>

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

4. Click on “Add Goals”.

Overview

Goal Setting and App...

2023-2024 Goal Setting and Approval

Options

Erika Martinez

Administrative Svcs Spec III

7/1/2023 - 6/30/2024

100%

Goal Setting and Approval 2023-2024

Add Goals

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.

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 *

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 *

B I U S I_x

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

3/26/2024

Due Date *

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 : 3/14/2024

Due Date :

Comments :

B I U S X² I_x

Font Size A-

Backspace

Enter

Undo

Redo

Link

Unlink

Table

Table

Back

Save and Exit

Submit

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

Submit Review

×

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

Cancel

Submit

