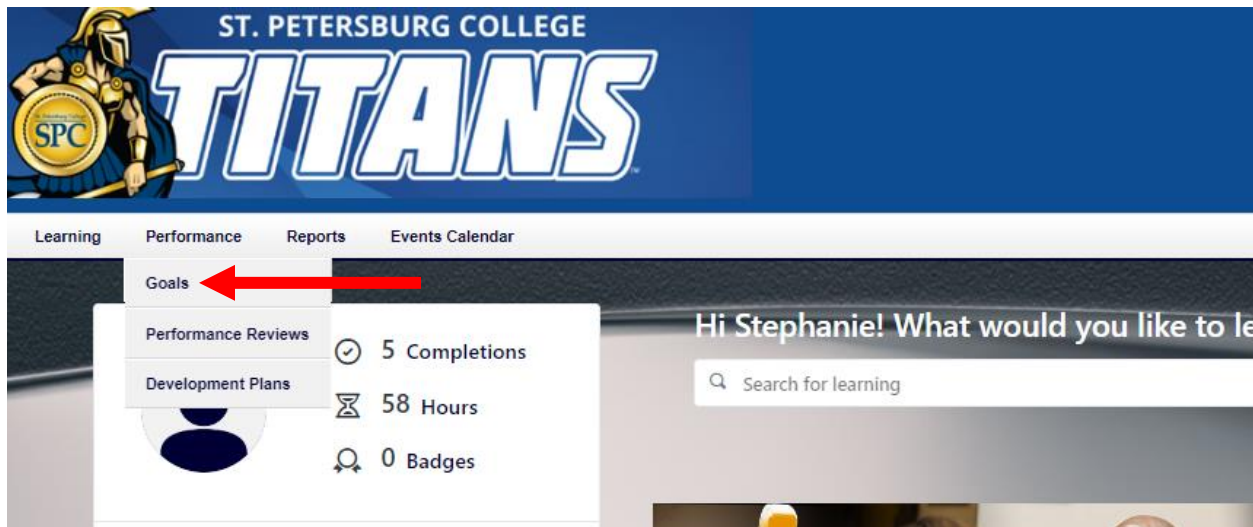


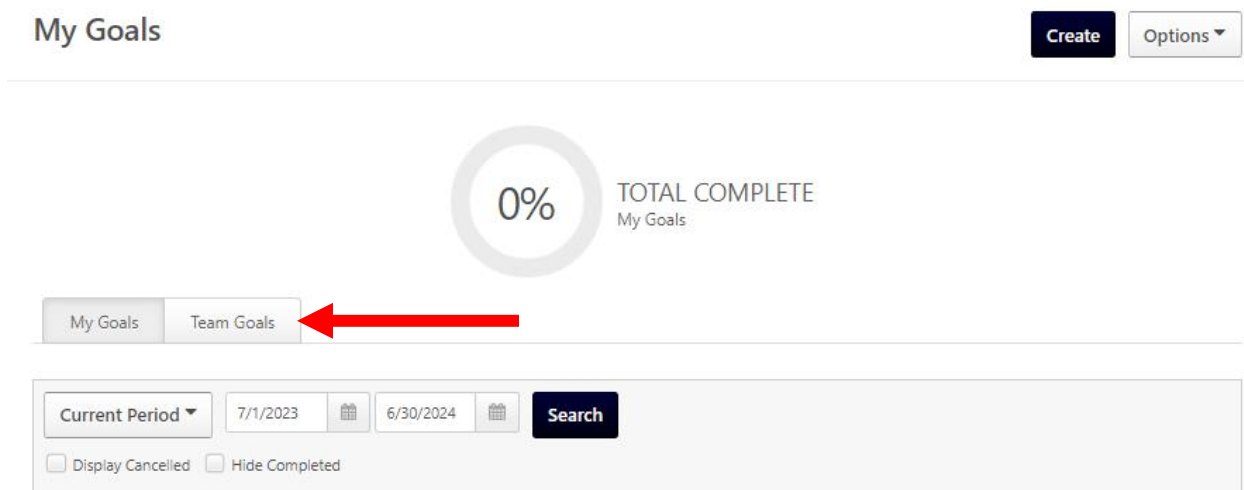
How to Edit and Comment on Direct Report's Goals

***These instructions are for managers that would like to make changes to or add comments to their direct reports' goals.**










1. From your Cornerstone homepage, go to Performance > Goals







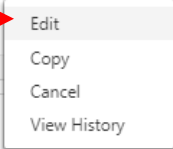


2. From your My Goals page, click on "Team Goals"



3. Find the direct report who has a goal that you want to edit, and click on the small arrow to expand the field.






	 Interpreter/Teaching Asst-OPS	No Goals in the current period
	 Sr. Sign Language Interpreter	0% Complete 
	 Interpreter/Teaching Asst-OPS	No Goals in the current period
	 Professional, Hourly-OPS	No Goals in the current period



4. Click on the drop-down carrot and click “Edit”.

	 Sr. Sign Language Interpreter	0% Complete 
<div>0% Technology for Captioning and Transcribing Due Date : 6/30/2024 SPC Pillar : Academic Excellence </div> <div></div>		
	 Interpreter/Teaching Asst-OPS	No Goals in the current period

5. Make edits to the fields you want to edit in the goal.


Title *
Technology for Captioning and Transcribing

Description *
B I U S I     
Initial Goal:
Proficiency in using current technologies for transcribing and editing video transcripts
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?

Start Date  7/1/2023 Due Date *  6/30/2024

SPC Pillar *
Academic Excellence

Targets

	Description:	Target:	Start Date :	Due Date :	Weight:	Total Weight : 100 %
	Familiarize myself with Otter + Zoom pairing and automatically sending transcript	100%	7/1/2023	6/30/2024	100 %	

7. Enter your comments and click “Add”.

Visibility

☐ Allow other users to see and align

Comments

B I U S x_a x^a T_x [List Icons] Font Size A- A+

[Checkmark] [Undo] [Redo] [Cut] [Copy] [Paste] [Link] [Unlink] [Image] [Table] [Source] [Fullscreen]

CancelAdd

8. After you have finished making edits or comments, click “Submit”.



The screenshot shows a web form interface. At the top, there is a large, empty text input area. Below this area, on the right side, are two buttons: a light gray 'Cancel' button and a dark blue 'Add' button. Below these buttons, there is another set of buttons: a light gray 'Cancel' button and a dark blue 'Submit' button. A red arrow points from the left towards the 'Submit' button. The entire form is enclosed in a light gray border.

9. Your direct report will receive an email indicating that their goal has been modified.