# How to Review and Approve Direct Reports' Goals

1. **Sign in to Cornerstone from the TitanHub > Staff Resources > Cornerstone**
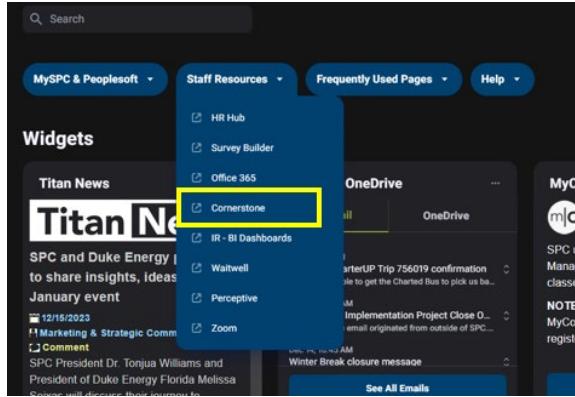
2. **From the Cornerstone Homepage, go to Performance > Performance Reviews**
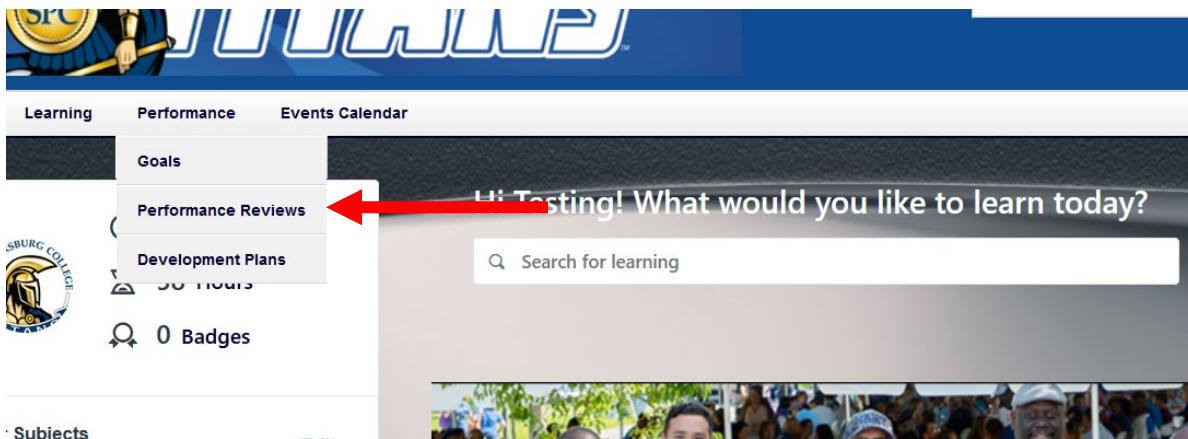
3. **From Performance Review Summary page, click on the task to get started.**

4. **From the Overview page, click on "Get Started".**

Review Step Progression

Goal Setting ✓

Goal Review and Approval
Due : 7/31/2024 ✓

Reopen Step   **Get Started**
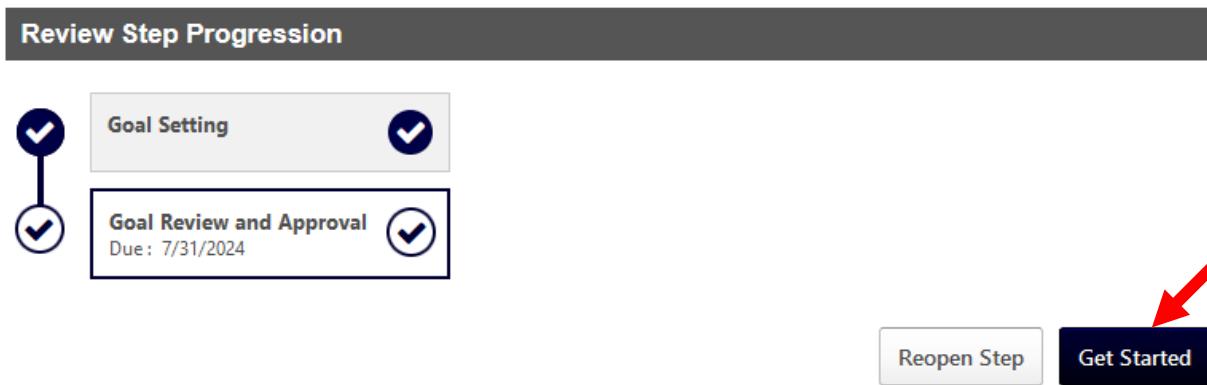
5. **Review you direct report's goal(s) by clicking on "More" to view the details. There may be one or more goals to review.**

Sample Goal for 2024-2025   ▼

Initial Goal:

More

Progress :   0%
Start Date : 3/21/2024
Due Date : 6/30/2025
more...

Cancel Goal
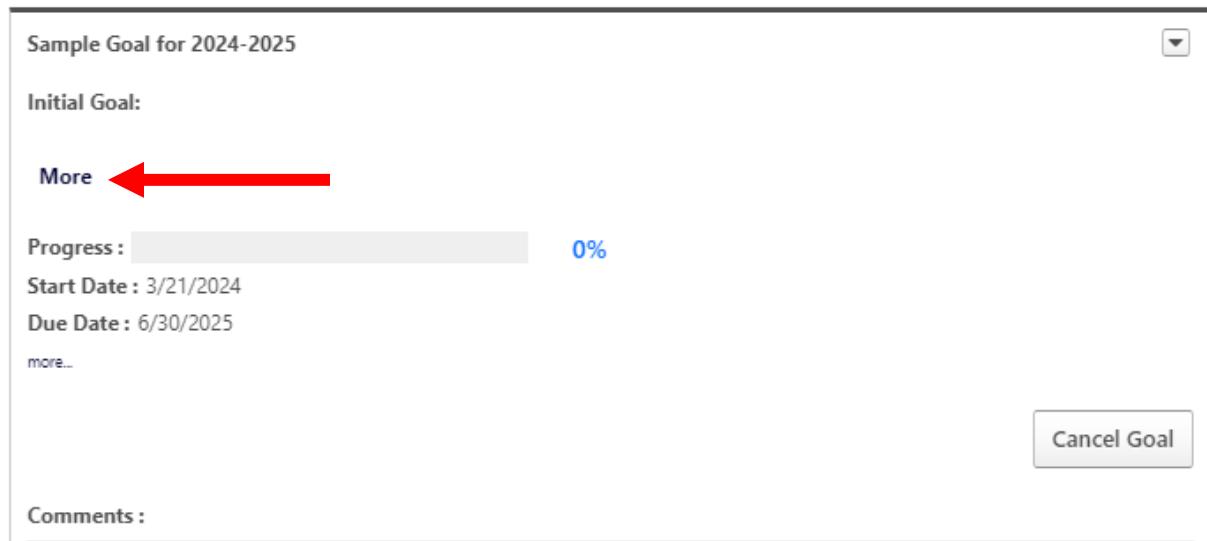
Comments :

6. **You may edit and make comments on any of the goals as needed. Click on the small carrot in the upper right corner of the goal to Edit, and/or type your comments in the Comments section.**
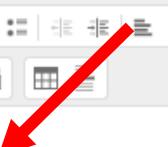
7. **Reopen Step (Optional) If you find that the goal is insufficient, that there are errors, or if you think any other changes need to be made, you may re-open the previous step. First, click on "Back" from the goal page. Then, from the Overview page, click "Reopen Step". Clicking the "Reopen Step" button will send the goal setting step back to the direct report, and they will be able to make edits to their goal and re-submit it. Only use this option if necessary.**

| Back | Save and Exit | Submit |

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 ✔

✔ Manager Review and Approval
Due : 6/29/2024 ✔

| Reopen Step | Get Started |
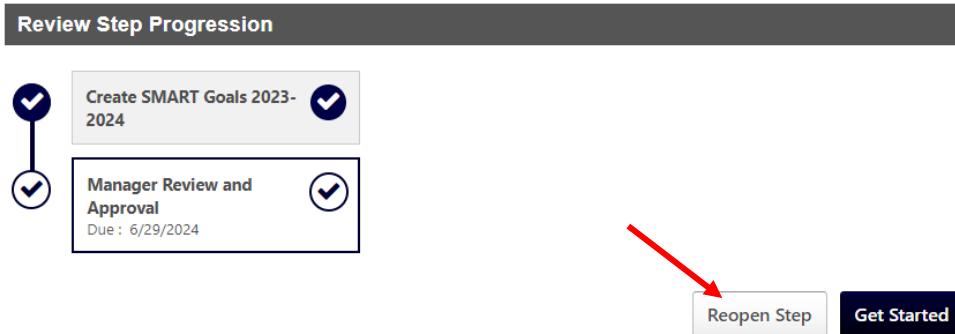
8. After you have reviewed the goal(s), scroll to the bottom of the page, and click "Submit".
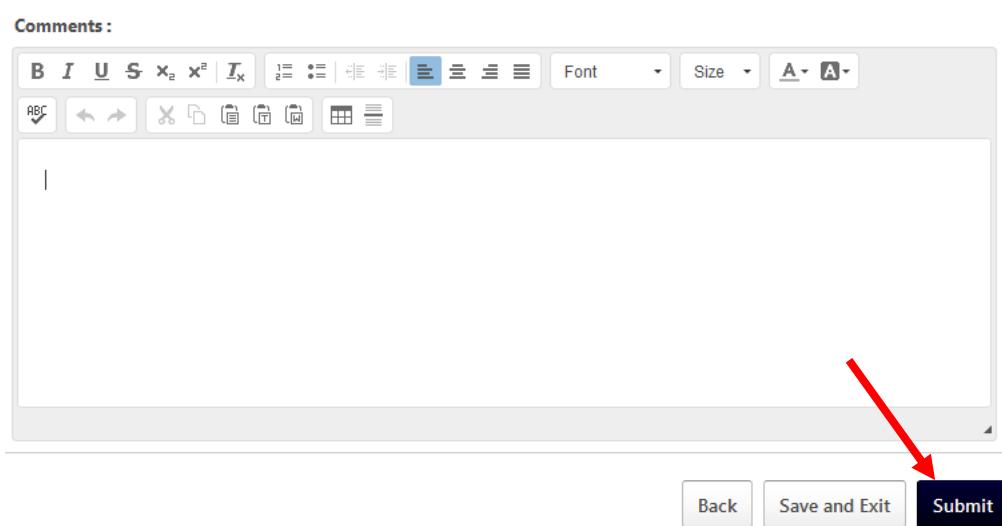
9. A pop-up will appear. Click "Submit" again.
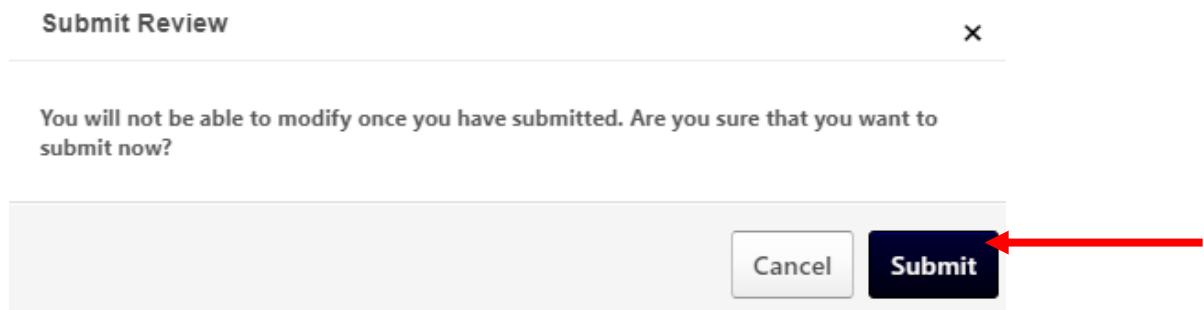
10. You have completed this task.