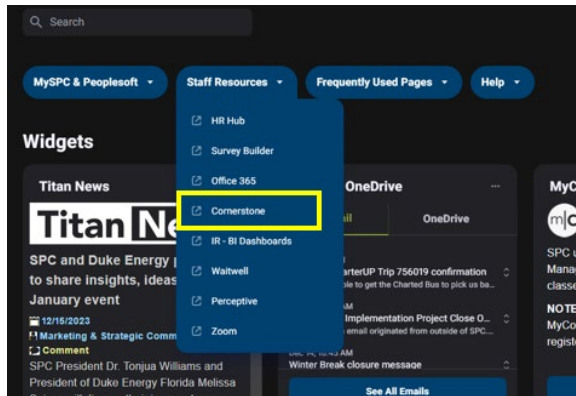
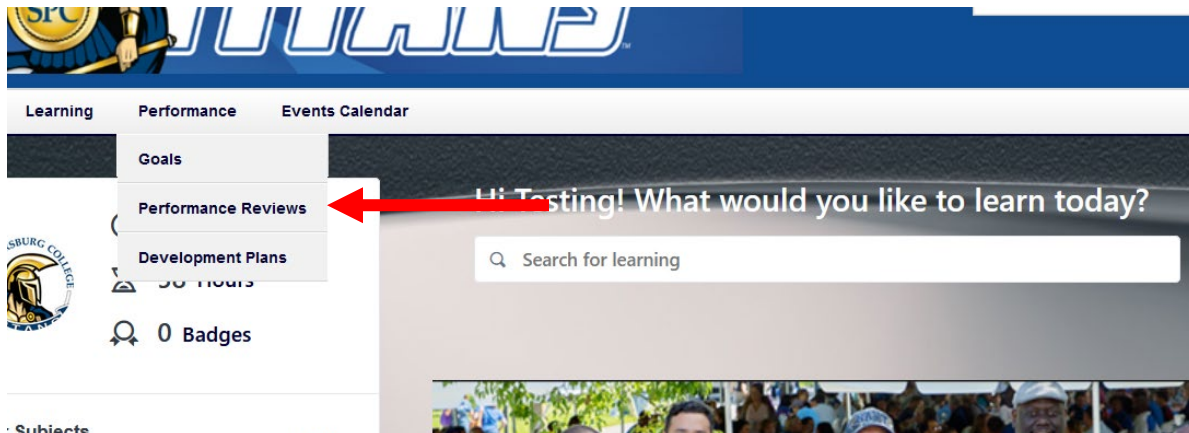


## How to Review and Approve Direct Reports' Goals

1. Sign in to Cornerstone from the TitanHub > Staff Resources > Cornerstone



2. From the Cornerstone Homepage, go to Performance > Performance Reviews



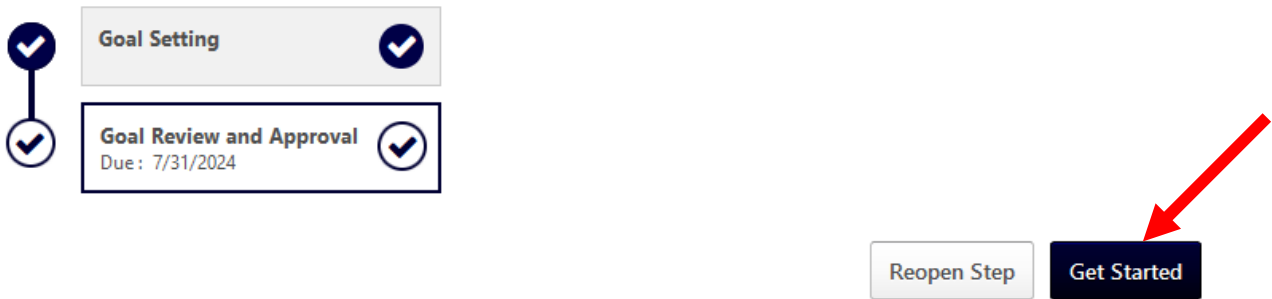
3. From Performance Review Summary page, click on the task to get started.

Performance Review Summary - Phi Nguyen

<div> <div>My Assigned Reviews</div> <div>My Personal Reviews</div> </div>						
<div> <div>Title:</div> <div> <input type="text"/> <div>Search</div> </div> </div>						
<div> <div>Status:</div> <div> <input checked="" type="checkbox"/> Not Started           <input checked="" type="checkbox"/> In Progress           <input type="checkbox"/> Completed           <input checked="" type="checkbox"/> Incomplete           <input type="checkbox"/> Expired         </div> </div>						
Title	Description	Status	Start Date	Due Date	Last Modified Date	
Complete Goal Review and Approval for Testing User1	First task in the 2024-2025 annual performance r...	Not Started	3/28/2024	9/30/2024	3/28/2024	
Complete Competency Rating for Testing User1	This is the final task in the 2024-2025 annual performance r...	Not Started	3/28/2024	4/18/2025	3/28/2024	

4. From the Overview page, click on “Get Started”.

#### Review Step Progression



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...


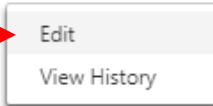
Cancel Goal

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.

Sample Goal for 2024-2025

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:*

*I will know I have reached my goal when...*

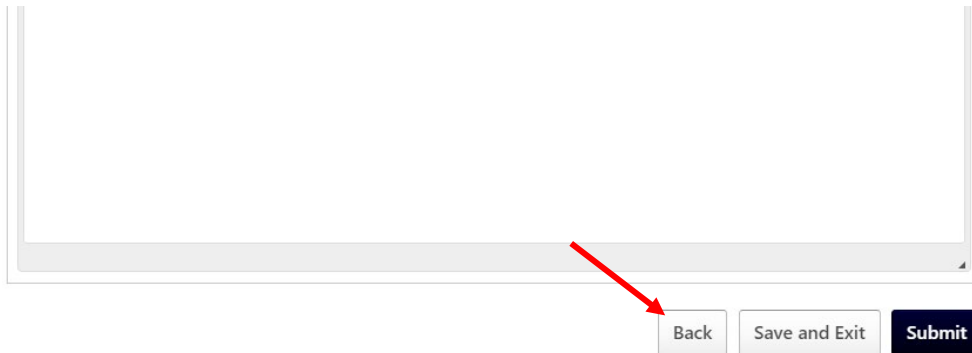
SPC Pillar : Academic Excellence  
Show Less

Cancel Goal

Comments :



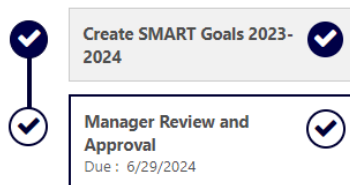
7. **Reopen Step (Optional)** If you find that the goal is insufficient, that there are errors, or if you think any other changes need to be made, you may re-open the previous step. First, click on “Back” from the goal page. Then, from the Overview page, click “Reopen Step”. Clicking the “Reopen Step” 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.



**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



8. After you have reviewed the goal(s), scroll to the bottom of the page, and click “Submit”.

Comments :

B

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x<sub>2</sub>

x<sup>2</sup>

I<sub>x</sub>

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Back

Save and Exit

Submit

9. 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

10. You have completed this task.