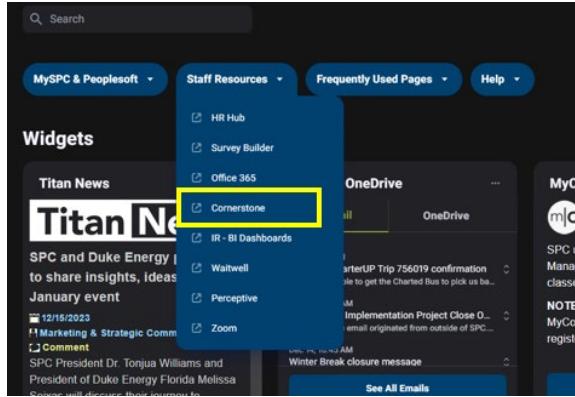
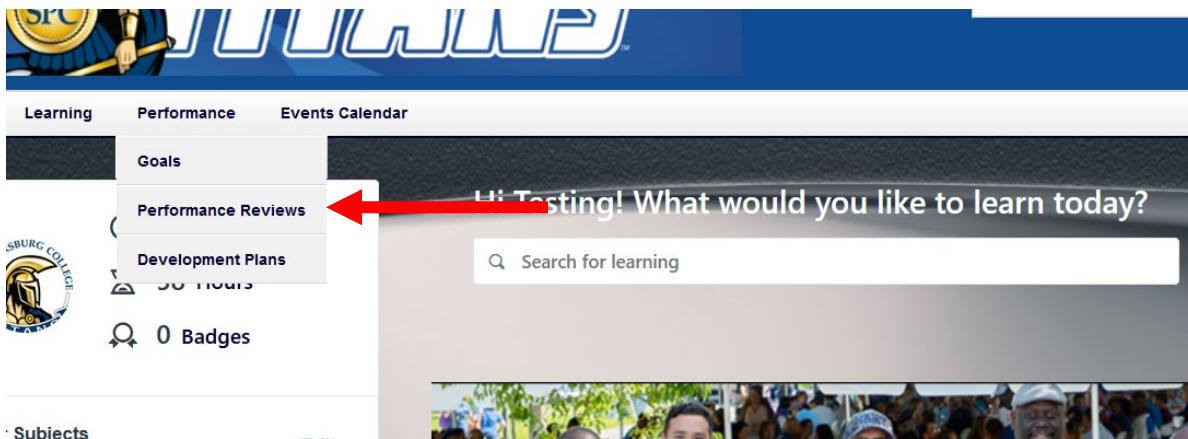


## How to Review and Approve Direct Reports' Goals

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



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

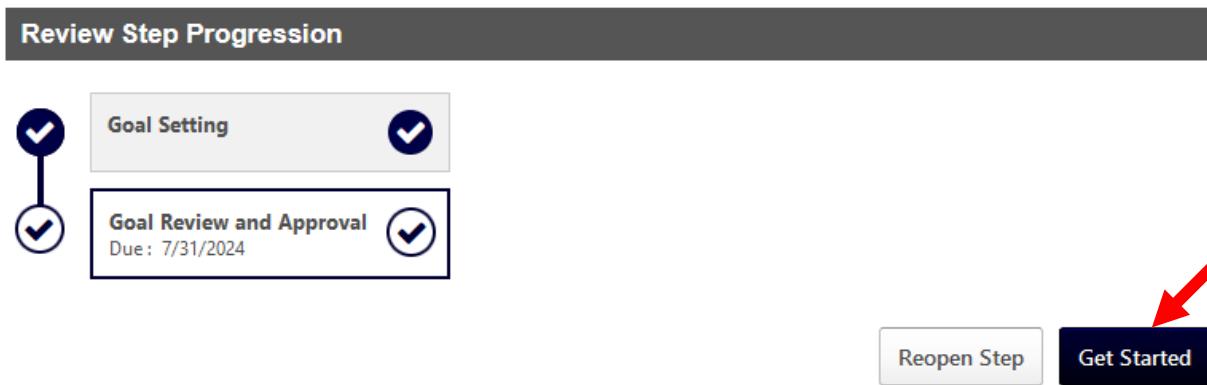


### 3. From Performance Review Summary page, click on the task to get started.

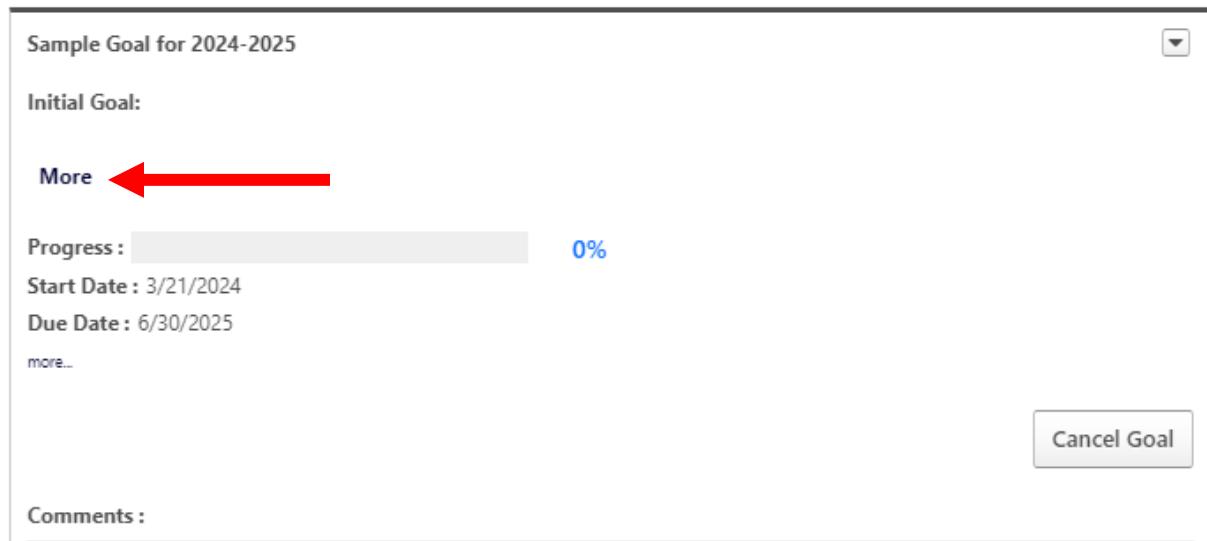
#### Performance Review Summary - Phi Nguyen

My Assigned Reviews		My Personal Reviews			
Title:	Description	Status:	Start Date	Due Date	Last Modified Date
Complete Goal Review and Approval for Testing User1	This is the first task in the 2024-2025 annual performance review for Testing User1.	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 review for Testing User1.	Not Started	3/28/2024	4/18/2025	3/28/2024

4. From the Overview page, click on “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.



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:

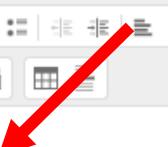
*I will know I have reached my goal when...*

SPC Pillar : Academic Excellence

Show Less

**Comments :**

**Cancel Goal**

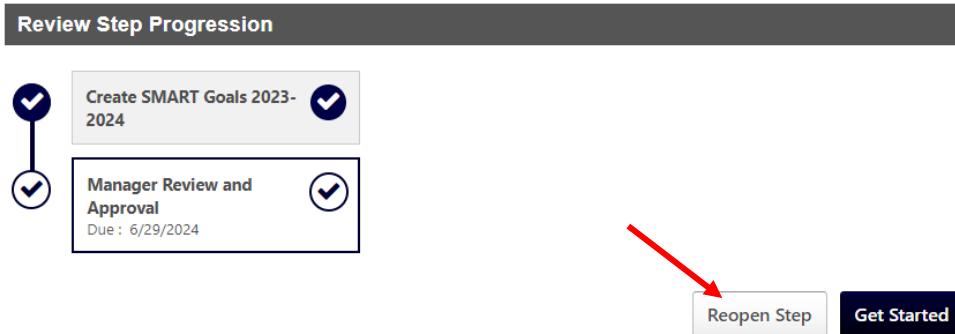


7. **Reopen Step (Optional)** If you find that the goal is insufficient, that there are errors, or if you think any other changes need to be made, you may re-open the previous step. First, click on “Back” from the goal page. Then, from the Overview page, click “Reopen Step”. Clicking the “Reopen Step”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

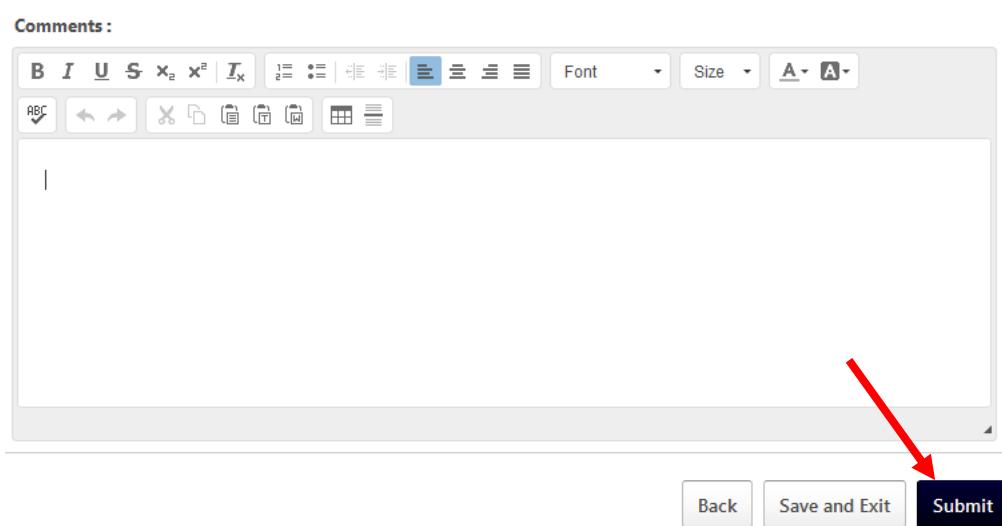


**Step Two:** Manager reviews and approves SMART goal.

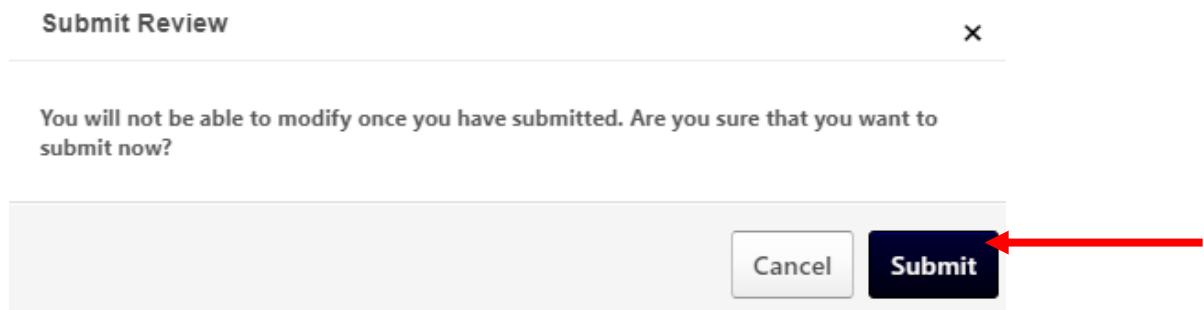
\*Note: Prior to completing this performance review task, it is highly suggested that the manager meet with their employee to discuss their SMART goal for this year. This will ensure that the goal aligns with SPC's pillars and departmental goals, and eliminate the need for revisions when the employee submits their goal for approval.



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.