



**Goals Management Quick Guide**

**Edit or Enter Goals**

1. Click Performance>Click Goals and Job Duties
2. Change the date range in the search feature as follows (FROM: 01/01/2014)>Click Search) Goals will populate that were entered previously.
3. To edit click on the paper and pencil icon >Submit changes. The goal will now show as **Pending Modification Approval**.
4. Click **"Send an approval request"** which will generate and e-mail to your manager so that they may approve your changes.
5. Once approved the edited Goal will populate into the Manager Review.
6. If a NEW Goal needs to be entered then simply click create and enter the new Goal information and submit for manager approval. (PAY ATTENTION to the date range as it will default to a start date of the current day and target date of the end of the current year.) If the Goal should be populating into the current review the date range needs to be within or overlap the calendar year 2015.

The screenshot shows the 'Employee Development Center' interface. At the top, there is a navigation menu with options like 'Home Page', 'Knowledge Bank', 'Reports', 'Connect', 'My Team', 'Performance', 'Career Planning', 'Compensation', 'ILT Admin', 'Content', 'Admin', 'Integration Suite', 'Certification', and 'OLD'. A search bar is located in the top right corner. Below the navigation menu, there are several callout boxes with instructions:

- Click Create to enter a new Goal**: Points to the 'Create' button.
- Change the FROM date and click search to expand your list.**: Points to the 'From' date field in the search bar.
- Click Performance and then Goals and Job Duties**: Points to the 'Performance' menu item.
- Click on the GOAL title to open up the GOAL for comments on goal progress.**: Points to a goal title in the table.
- Click on the paper/pencil icon if you need to edit dates or content.**: Points to the edit icon in the table options.

The main content area shows a table titled 'My Goals and Job Duties' with the following data:

Goals & Job Duties	Target Date	Perspective	Status	Options
NDCS Corrections Officer Essential Job Duty 1 of 5 - Performs essential security duties.	1/7/2014	Essential Job Duties	On Track	[Edit] [Delete]
NDCS Corrections Officer Essential Job Duty 2 of 5 - Supervises and controls inmate movement and activities.	1/7/2014	Essential Job Duties	Completed	[Edit] [Delete]
Test the "Manage Shared and Dynamic Goals"	12/31/2014	Performance Goals	On Track	[Edit] [Delete]

At the bottom of the page, there is a 'Cornerstone' logo and a footer with the text: 'Powered by Cornerstone OnDemand, Inc. ©2000-2015 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.



## Updating Goal Progress

1. Because employees will no longer be rating goals as part of the Employee Self-Review it will be important to update goal progress in another way. From the My Goals detail screen click on the Goal title in red (see above) to open the Goal progress screen.
2. Click the plus sign next to COMMENTS and a pop-up box will appear to enter Goal progress and save. Managers can then read the comments and respond if necessary. This can be done throughout the year to update Goal progress it is not tied to the Review Task.

**Details**

**General**

Goals & Job Duties: Test the "Manage Shared and Dynamic Goals"

Description:

Start Date: 11/1/2013

Target Date: 12/31/2014

Status: On Track

Perspective: Per

To add goal progress updates for manager review click on the plus sign. A pop-up box will appear to enter in comments and click save.

**Attachments**

**Comments**

Amy Spellman Admin  
Test

Amy Spellman Admin  
Test

Amy Spellman Admin  
Enter goals update comments here.

**Add Comment**

Save Cancel

Managers can comment on the goal progress by clicking on the call-out icon. A pop-up box will appear to enter in a response.

2/24/2016 12:37 PM

2/24/2016 3:28 PM

**History**

« Back Save Save and Close

When finished SAVE and CLOSE.