



Cascading Performance Goals

Instructions for cascading (assigning) performance goals to direct and indirect reports in Cornerstone system

December 10, 2022



Annual Performance Planning: Cornerstone Performance Management Home Page

Home > Goals > My Goals

My Goals

1 [Create](#) [Options](#)

Update approved performance goals throughout the year by using the:

- Slider bar to share percentage of activity that has been completed
- Drop-down arrow to the right of each goal to:
 - **Edit.** Note changes to the title, start date, end date, or weighting will require manager approval.
 - **Cancel** if priorities have shifted
 - **"Create"** button at the top right to add new performance goals as needed. Note: newly added goals will require manager approval.

0% TOTAL COMPLETE
Total Weight: 10%
My Goals

My Goals | Team Goals

Current Period ▾ 10/1/2022 9/30/2023 Search

Display Cancelled Hide Completed

1. Head to the **Navigation Menu**, then select **Performance**, then **Goals**, then click **Create**



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Create Goals

Wizard

Create your goals in SMART format - Click the **Wizard** button on the right to activate a tool that will aid you in the process.

All fields marked "*" are required

Title *

Title

2

Description

B I U S Ix | | | | |

3

4

5

Start Date

12/8/2022

Due Date *

9/30/2023

Weight *

0

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

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Assignment *

Select which users or OU? this goal should be assigned to.

Yourself Your team

Cancel

Save as Draft

Submit

2. Create a title for the goal
3. Include a descriptions, with milestones, outcomes, etc
4. Select the **Start & End Dates**
5. Define a weight for the goal
6. Under **Assignment**, Select **Your Team**



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Assignment *

Select which users or OU's this goal should be assigned to.

Yourself Your team

| <input type="checkbox"/> | Name | Title | Direct and Indirect Reports <input type="checkbox"/> |
|--------------------------|---|--------------------------------|--|
| <input type="checkbox"/> |  Dawn Aziz 7 | Dir, Org and Employee Developm | |
| <input type="checkbox"/> |  Kevin Mayhew | Learning Architect | |
| <input type="checkbox"/> |  Sharon Tse | Org & Employee Dev Consultant | |

Options

Create a separate goal for each user.

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7. Select the team members you wish to assign the goal to and click submit. Note: to assign goals to indirect reports (those who report to your leadership direct reports), select the checkbox in top right.
8. When ready, click Submit.