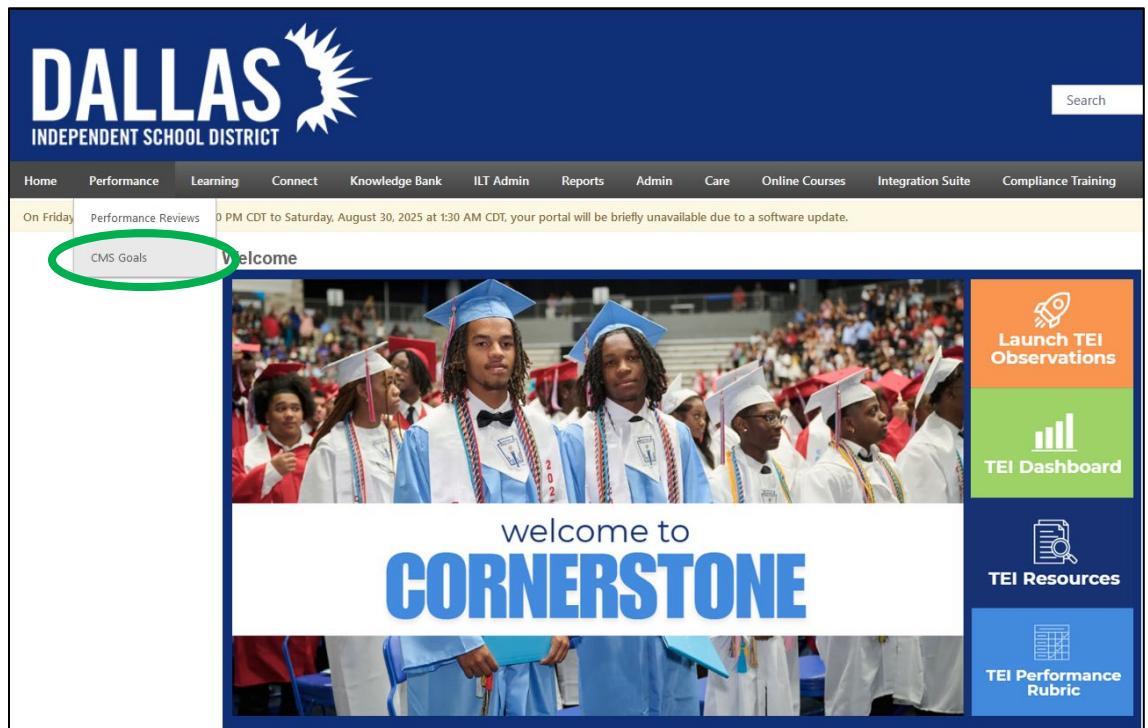


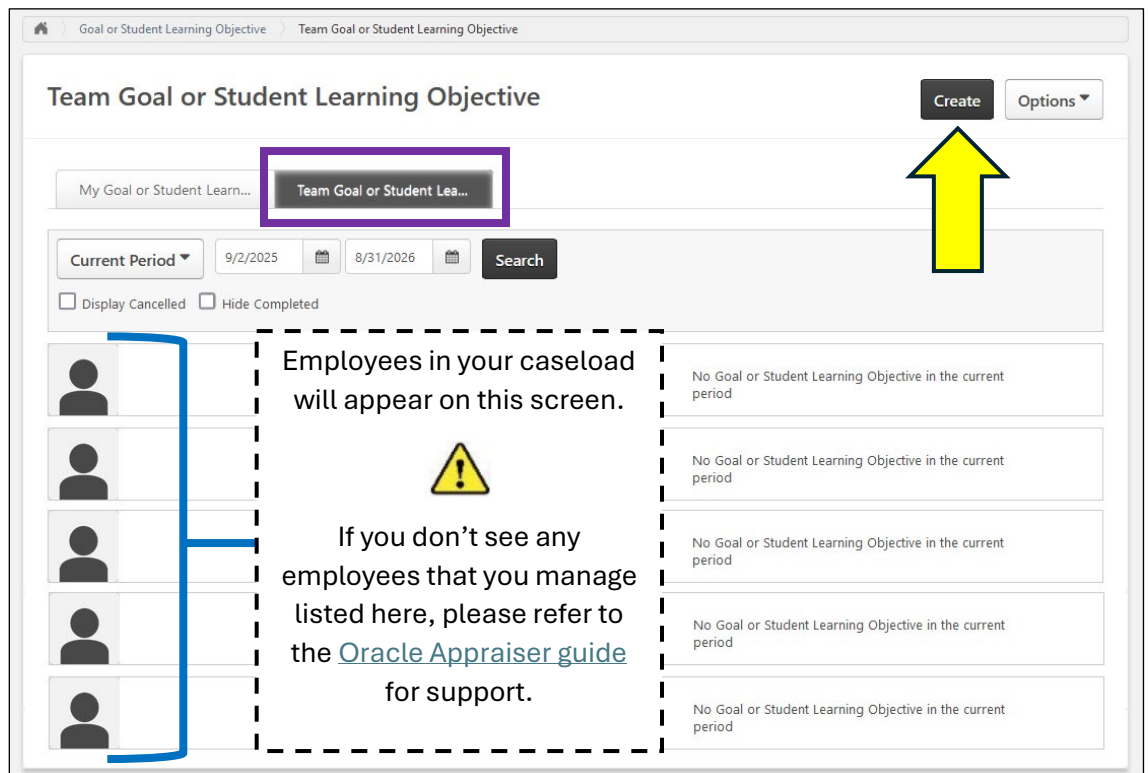
How to Add Team Goals in Cornerstone?

When a manager has many direct reports, sometimes it is more convenient to add one goal for all employees in the caseload with just a few clicks.

1. After logging into Cornerstone. Click on the **CMS Goals** section from the **Performance** tab.



2. Click on the Team Goal tab (**purple** rectangle).



3. Click on the Create button (**yellow** arrow).

Create Goal or Student Learning Objective

Teachers: Please see steps below:

Step 1: Enter your Student Learning Objective/SLO below. Do not change the start and end dates.

Step 2: Click SAVE to return to the previous screen.

Central Staff (CMS) or campus-based employees evaluated under CMS or DLA:

Step 1: Enter your job-specific, measurable SMART goal below.

Step 2: Click 'SAVE'.

Note, if you are identifying more than one goal, you will need to complete the CREATE GOALS screen once for each goal.

All fields marked "*" are required

Goal / SLO *

Goal / SLO

Description

Rich text editor with toolbar (Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source, etc.) and a large text area for the goal description.

Start Date *

9/2/2025

Due Date *

8/31/2026

4. Add your desired goal here using both text boxes provided. For SMART Goal Support, please refer to the guides below:

- [Creating Effective SMART Goals](#)
- [Examples of Effective SMART Goals](#)

5. Select the **Your Team** option (blue rectangle).

6. Place a check mark next to the name of any employee in need of your Team goal from step #4. (red bracket).

7. Place a check mark next to Dynamic assignment (orange rectangle). This will automatically add the team goal for new employees in your caseload.

8. Click **Submit** (green arrow), now the goal will be added to the accounts of each selected employee.

Assignment *

Select which users or departments this goal should be assigned to.

☐ Yourself ☒ Your team ☐ Custom Assignment

☒	Name	Title	Direct and Indirect Reports
☒	[User Icon]	MANAGER I	☐
☒	[User Icon]	COORDINATOR II	☐
☒	[User Icon]	ANALYST II	☐
☒	[User Icon]	COORDINATOR III	☐
☒	[User Icon]	ANALYST I	☐

Options

☒ Create a separate goal for each user.
☒ Dynamic Assignment

Cancel Save as Draft **Submit**