

Goal Setting Process

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SET THE STAGE

Individual, job-specific goals are a key component of the *Career Management System*. Employees should establish 2-3 individual, work-specific, and measurable goals that align to the work of their team, department, or division. Goals are set at the beginning of the appraisal cycle, but they can be adjusted as needed throughout the appraisal cycle.

2

GATHER THE FACTS

1. Reflect on your job responsibilities and department, division, or district priorities for the upcoming year.
 2. Review your past years' appraisals for areas of growth.
 3. Brainstorm areas of focus for job-oriented goals that connect to your day-to-day work or special projects. *What are the most important results you are working to achieve?*
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DRAFT YOUR SMART GOAL

Use your areas of focus to draft your 2-3 work-specific goals. To ensure that goals are job-specific and measurable, use the **SMART** goal format to guide you in drafting a well-written goal.

Visit the CMS page for additional **SMART** goal resources: dallasisd.org/careermanagement

4

ENTER THE GOAL ONLINE

Submit your CMS Goal-Setting and Conference Task online in the Cornerstone platform.

1. Log in to Cornerstone here with your EAD username and password: <https://dallasisd.csod.com>
 2. Scroll down to **My Performance Review Tasks** and click on the **CMS Goal-Setting** task
 3. Read the instructions and then click **Get Started** at the bottom of the first page (full walk-through on next page)
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ATTEND YOUR GOAL-SETTING CONFERENCE

Meet in person with your appraiser/supervisor to discuss your job responsibilities, expectations, and goals for the current appraisal cycle.

Note: *supervisors/appraisers may create and assign goals to team members to address common or shared responsibilities or mandated service levels or results.*

6

MONITOR YOUR PROGRESS

Develop a plan of action for each performance or development goal that includes opportunity to track your goal accomplishment. You may find it helpful to:

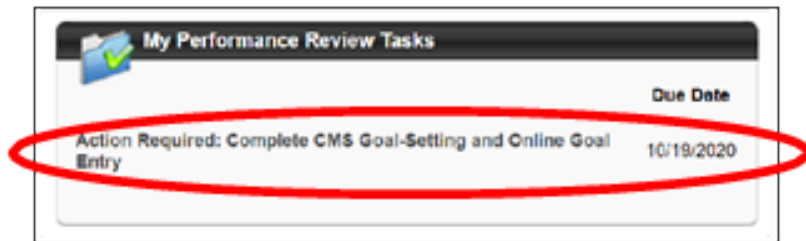
- Consider critical actions upfront so your workload is manageable, and you remain on track for success
 - Clearly communicate the support needed from your supervisor/appraiser to accomplish your goals
 - Make revisions if new information, challenges, or opportunities arise along the path to accomplishing your goal(s).
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CONTACT US FOR ASSISTANCE

For more information about the goal-setting process, please contact your appraiser/supervisor or a member of the HCM Performance Management Team at (972) 749-5712 or careermanagement@dallasisd.org

CMS Goal Setting and Conference Task – Entry Steps

1. Using Google Chrome as your internet browser, log in to the Cornerstone platform at dallasisd.csod.com, with your EAD credentials.
2. Scroll down to **My Performance Review Tasks** and click “ **Complete CMS Goal-Setting and Online Goal Entry**”



3. Scroll down to the bottom of the Overview page and click “**Get Started.**”



4. Click the grey button labeled “**Add Goal or Student Learning Objective.**”



5. Type in the required GOAL field, using the Description if needed. Click **Save**.



6. Repeat the process to additional goals. Then press **Save and Continue**.
7. Complete the acknowledgment by signing electronically. Then click **Submit** to forward the goals to your appraiser.