

Go to the Performance>Goals tab

The screenshot displays a web application interface with a red navigation bar at the top containing the following tabs: Home, Performance, UNMJobs, Reports, and Recruiting Resources. The 'Performance' tab is currently selected. A dropdown menu is open under the 'Performance' tab, showing three options: 'Goals', 'Performance Reviews', and 'PEP Resources'. An orange arrow points from the 'Goals' option to the right. Below the navigation bar, the page content is organized into several sections:

- Applications and Offer Letters:** A red header section with a white background containing the text: "Click Here to Sign your Offer Letter or Check the Status of your Applications."
- Onboarding Tasks:** A red header section with a white background containing a red pushpin icon and the text: "No Pending Actions".
- Performance Evaluation Tasks:** A red header section with a white background containing a blue folder icon with a green checkmark and the text: "No Current Tasks In Progress".

On the left side of the page, there is a 'Welcome' message and a 'Looking for...' section with a link to 'PEP Resources on the Internal Career Site!'. Below this is an 'Announcements & Resources' section with the heading 'Informational Resources:' and a list of links:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit

A note at the bottom of the list states: "For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab."

At the bottom of the page, there is a grey footer bar with the Cornerstone logo and the text "cornerstone".

Click the Team Goals tab

Home Performance UNMJobs Reports Recruiting Resources

Goals > Team Goals

Team Goals

Create Options

My Goals Team Goals Team Goals

Current Period 1/1/2023 12/31/2023 Search

Display Cancelled Hide Completed

All Statuses

Lucy Lobo No Goals in the current period


cornerstone Powered by Cornerstone OnDemand

Click Create

Home Performance UNMJobs Reports Recruiting Resources

Goals Team Goals

Team Goals


 **Create** Options ▾

My Goals Team Goals

Current Period ▾ 1/1/2023 12/31/2023 **Search**

Display Cancelled Hide Completed

All Statuses ▾

 **Lucy Lobo** No Goals in the current period

Fill out goal information


Home Performance UNMJobs Reports Recruiting Resources

Create Goals







Add your goal using the form below.


All fields marked "*" are required

Goal Name *






Goal Description

B I U S I_x |      



Start Date **Due Date ***



1/12/2023  12/31/2023 




Assignment *

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

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input type="checkbox"/>	 Louie Lobo		
<input type="checkbox"/>	 Lucy Lobo		



Options

Create a separate goal for each user.

Cancel Save as Draft **Submit**

Submit

Check the box next to the employee

Click Submit

Home Performance UNMJobs Reports Recruiting Resources

Create Goals

Add your goal using the form below.



All fields marked "*" are required

Goal Name *

Goal Description

B I U S I_x | **1=** | **2=** | **3=** | **4=** | **5=** | **6=** | **7=** | **8=** | **9=** | **ABC**



Start Date **Due Date ***

1/12/2023  12/31/2023 

Assignment *

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

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports <input type="checkbox"/>
<input type="checkbox"/>	 Louie Lobo		
<input checked="" type="checkbox"/>	 Lucy Lobo		

Options

Create a separate goal for each user.



Repeat to add more goals

The screenshot shows a web interface for managing team goals. At the top, there is a red header bar. Below it, a breadcrumb trail shows 'Goals' > 'Team Goals'. The main content area is titled 'Team Goals' and includes a 'Create' button and an 'Options' dropdown menu. Below the title, there are two tabs: 'My Goals' and 'Team Goals', with 'Team Goals' being the active tab. A search and filter section contains a 'Current Period' dropdown, two date input fields (1/1/2023 and 12/31/2023) with calendar icons, a 'Search' button, and two checkboxes for 'Display Cancelled' and 'Hide Completed'. Below this is an 'All Statuses' dropdown. The main list area shows a user profile for 'Lucy Lobo' with a red profile picture icon and a dropdown arrow. Underneath, a goal entry for 'Test 2023' is displayed with a green progress bar on the left, the text 'Status : On Track Due Date : 12/31/2023', and a dropdown arrow and a right-pointing chevron icon on the right side.