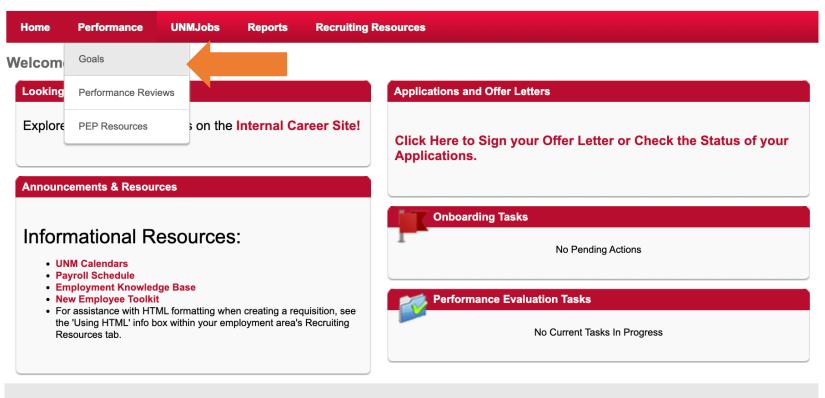
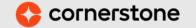
Go to the Performance>Goals tab





Click the Team Goals tab

Home	Performance	UNMJobs Reports Recruiting Resources	
		Goals Coals Team Goals	
		Team Goals Crea	options ▼
		My Goals Team Goals Tean Goals	
		Current Period 1/1/2023 12/31/2023 Search Display Cancelled Hide Completed	
		All Statuses *	
		Lucy Lobo No Goals in the current period	
	corners	tone	Powered by Cornerstone OnDe

Click Create

Home	Performance	UNMJobs F	Reports	Recruiting Resour	rces					
		M Goals	Team Goals							
		Team (Goals						Create	Options ▼
		My Goa	als Tea	im Goals						
				1/1/2023	12/31/2023	Search				
			Lucy Lob	0			No Goals in the currer	nt period		

Fill out goal information

Home	Performance	UNMJobs	Reports	Recruiting Resources
		Crea	te Goal	S
		Add you	r goal using th	e form below.
		All fields	marked "*" are	required
		Goal Na	me *	
		Goal Na	me	
		Goal De	scription	
		BI	<u>U</u> S <u>T</u> _x	
		Start Da	to	Jue Date *
		1/12/202		
		Assignn Select w		DUs this goal should be assigned to.
			self 💿 Your tea	
t to	the		lame	Title Direct and Indirect Reports
			Louie Lol	
			Lucy Lob	
		Options		
				al for each user.
				Cancel Save as Draft Submit
				Submit

Check the box next to t employee

Click Submit

Home	Performance	UNMJobs	Reports	Recruiting Resources	
		Creat	e Goals	; ;	
		Add your g	joal using the	form below.	
		All fields m	arked "*" are	remulted	
		Goal Name		adnuen	
		Goal Name			
		Goal Desc	ription		
				25 = 1 = 1 = 1 = 1 = 1 = 1 = 1	
		Start Date		ue Date *	
		1/12/2023		12/31/2023	
		Assignme	nt*		
			ch users or O f 💿 Your tea	Js this goal should be assigned to. n	
		Nar		Title Direct and Indirect Reports	
			Louie Lob		
			Lucy Lobo		
		Options			
		 Create 	a separate go	I for each user.	
				Cancel Save as Draft Sut	omit

Repeat to add more goals

Goals Team Goals	
Team Goals	Create Options
My Goals Team Goals	
Current Period 1/1/2023 Display Cancelled Hide Completed	
Lucy Lobo	~
Test 2023 Status : On Track Due Date : 12/31/2023	▼ >