GOAL-SETTING PROCESS

1. **SET THE STAGE**
   Individual, job-specific goals are a key component of the Career Management System. Employees should develop a minimum of one job-specific, measurable goal annually that aligns to the work of the team, department, or division. While goals are usually set at the beginning of the appraisal cycle, 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 current year. Review your past appraisal years’ appraisal data for areas of growth.
   2. Brainstorm areas of focus for job-oriented performance goals that connect to your day-to-day work or special projects. *What are the most important results you are working to achieve?*
   3. Consider areas for professional development. *What kind of formal and informal learning needs to take place to help you grow in your position?*

3. **DRAFT YOUR SMART GOAL**
   Use your areas of focus to draft a performance or development goal. 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 Career Management site for additional SMART Goal resources: https://www.dallasisd.org/careermanagement

4. **SUBMIT THE GOAL ONLINE**
   Submit your CMS Goal-Setting and Fall Conference Review 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 Your Assigned Review Tasks.
   3. Click on the text for online CMS Goal-Setting/Goal Entry; click GET STARTED.

5. **ATTEND YOUR GOAL-SETTING CONFERENCE**
   Meet in person with your appraiser/supervisor to discuss your job responsibilities, expectations and goals for the 2017-2018 appraisal cycle.

   *Note: supervisors/appraisers may create and assign goals to one or more employees in order 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).

**REACH OUT FOR ASSISTANCE**
For more information about the goal-setting process, please contact your appraiser/supervisor or a member of the HCM Career Management Team at 972.749.5712 or careermanagement@dallasisd.org.
CMS Online Goal-Setting and Fall Conference Task

1. Log in to the Cornerstone website using your EAD credentials: https://dallasisd.csod.com (Use Internet Explorer, Firefox, or Safari for best results).
2. Scroll down to Your Assigned Review Tasks and select GOAL-SETTING AND FALL CONFERENCE ACKNOWLEDGMENT

3. Scroll down the Overview page and select GET STARTED.

4. Click ADD GOALS.

5. Complete the required fields for GOAL and DUE DATE. Click SAVE.

6. Repeat the process to add additional goals. Select SAVE AND CONTINUE.
7. Complete the acknowledgment by signing electronically. Select SUBMIT.