## SET THE STAGE
Individual, job-specific goals are a key component of the Career Management System. Employees should develop at least 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.

## GATHER THE FACTS
1. Reflect on your job responsibilities and department, division, or district priorities for 2020-2021.
2. Review your past years’ appraisal data for areas of growth.
3. 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?*

## 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](https://www.dallasisd.org/careermanagement)

## ENTER 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](https://dallasisd.csod.com)
2. Scroll down to My Performance Review Tasks.
3. Click on the text for online CMS Goal-Setting/Goal Entry; click GET STARTED.

## 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 one or more employees in order to address common or shared responsibilities or mandated service levels or results.*

## 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).

## CONTACT US 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.
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 select **Action Required: Complete CMS Goal-Setting and Online Goal Entry**

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

4. Click **ADD GOAL OR STUDENT LEARNING OBJECTIVE**.

5. Complete 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.