**SET THE STAGE**
The accomplishment of work-specific goals is one method of performance evaluation for employees appraised with Career Management System tool.
Employees should establish 2-3 individual, work-specific, and measurable goals that reflect key components of their role, e.g. what they were hired to do, aligned 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.

**IDENTIFY YOUR PRIORITIES**
1. Reflect on your primary job responsibilities and team, department, and 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?*

**DRAFT YOUR SMART GOALS**
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

**SUBMIT YOUR GOALS 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)

**ATTEND YOUR GOAL-SETTING CONFERENCE**
Meet in person or virtually 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 goal that includes opportunities to track your progress toward goal accomplishment. Helpful tips:

- Prioritize your tasks so that 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 Performance Management Team at (972) 749-5712 or careermanagement@dallasisd.org
Entering & Submitting your CMS Goal Setting and Conference Task in Cornerstone


2. On the Welcome page, find My Performance Review Tasks and click on the CMS Goal Setting task.

3. Read the instructions on the Overview page and select Get Started.

4. Click ADD GOAL OR STUDENT LEARNING OBJECTIVE.

5. Title your first goal in the required Goal field; use the Description to add details. Click Save.

6. Repeat the process starting with Step 4 add to additional goals. Then press Save and Continue.

7. Complete the acknowledgment by signing electronically. Then click Submit to forward the task to your appraiser.