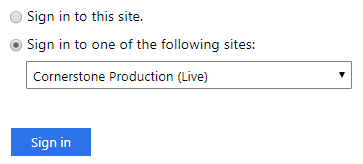
**Types of myPLAN goal categories**

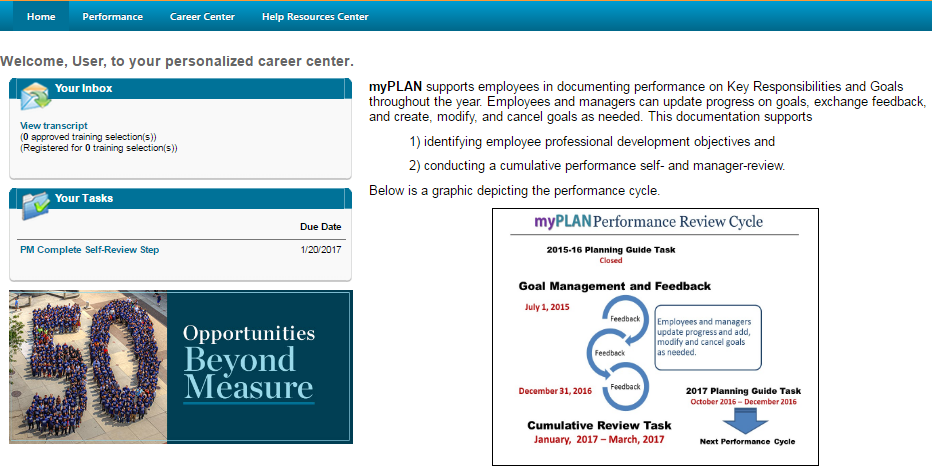
|  |  |
| --- | --- |
| Type/Weight | Activity description and ideas for how to document |
| **Key Responsibility** | Key responsibilities are your core job duties that are consistent with your job description. Any service or function that you maintain on a routine basis is a key responsibility. |
| How to *Document (examples)*  How much; how often; any feedback received; notable events, challenges or accomplishments; changes in how you do the work; your contributions; how competencies are demonstrated through your work. |
| **Projects & Strategy** | Working on a new initiative? Have a goal executes college or department strategy? Examples include: developing or significantly revising a program, service or event; learning and implementing a new system or practice; conducting research for continuous improvement. |
| How much of the project has been completed; notable events, challenges or accomplishments; the impact of the project; your contributions; how it contributes to the department and/or college goals; how competencies are demonstrated through your work. |
| **Professional Development Goal** | Can be: any learning activity to improve your work-related knowledge or skills; academic work supported by College few waivers or tuition assistance; Non-academic learning that is College-led or sponsored; learning at external conferences and workshops; self-directed study. |
| What you have done to learn and grow; training attended and/or credential earned; describe where and how you have applied this learning; how learning contributes to the department and/or college goals. How learning has improved global or job-specific competencies. |
| **Service & Engagement** | Any work that supports the mission and goals of the College that is outside of your key responsibilities or projects & strategy goals. Examples: serving on committees, volunteering for events, involving your department in "First 4 Weeks" and similar activities The work can be formally sponsored by the College or a product of your own initiative. |
| Identify your service activities; what you did; duration of activities; how they support the college. |

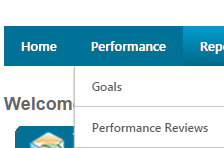
**Create Goals with the Goal Library**

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Log in to **cornerstone.cscc.edu. S**elect “Cornerstone Production (Live)” from the dropdown and enter your FULL Columbus State **email** and password.

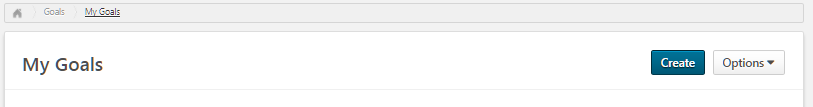
**1. Go to the**





**Hover over performance then choose Goals.**

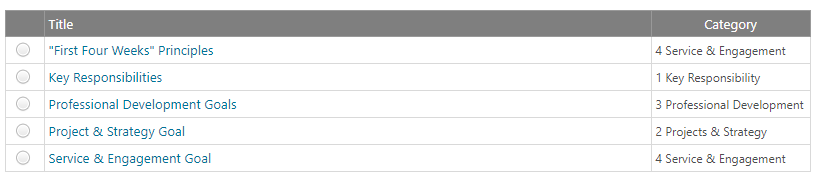
**goals area.**

**2. Choose “Create”**

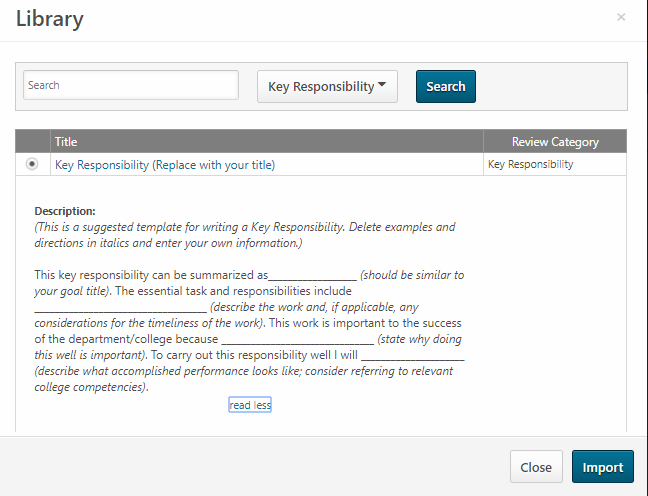
**and then, within the**

**goal editor, select**

**“Library.”**

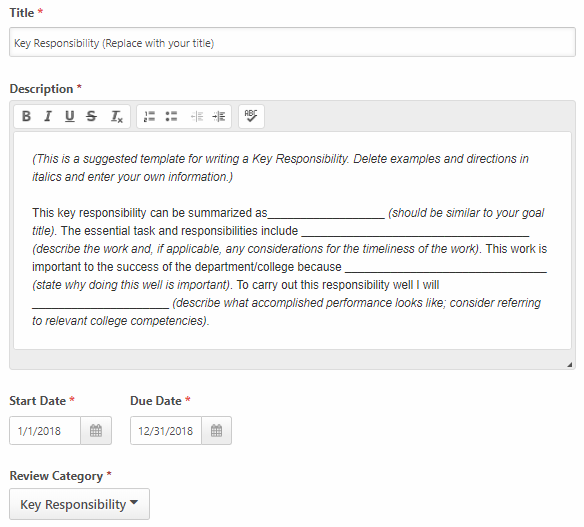


**3. Select a template. (There may be multiple for a category the number may change throughout the year.)**



**4. Click on the goal title to see the complete goal template.**

**Click “Import” to copy the goal into your goal editor.**



**5. Edit the goal template by adding your own information.**

**Remember to change the Title and adjust the date range.**

**Submit the goal to make it active or “Save as Draft” to work on it later (submitted goals can be edited).**

**Tips:**

**Don’t feel obligated to keep the same wording in the templates. Use these as a guide and adapt the structure to meet your needs.**

**We recommend new employees set short-term goals (60-90 days) relevant to learning their new jobs. More complex and longer term goals can be added at any time.**