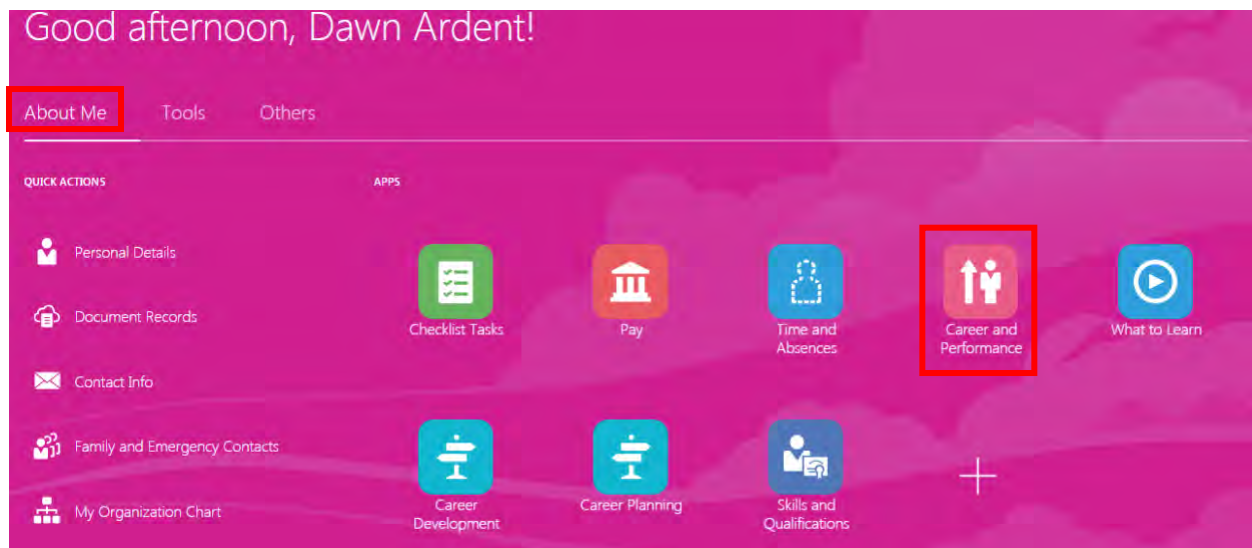


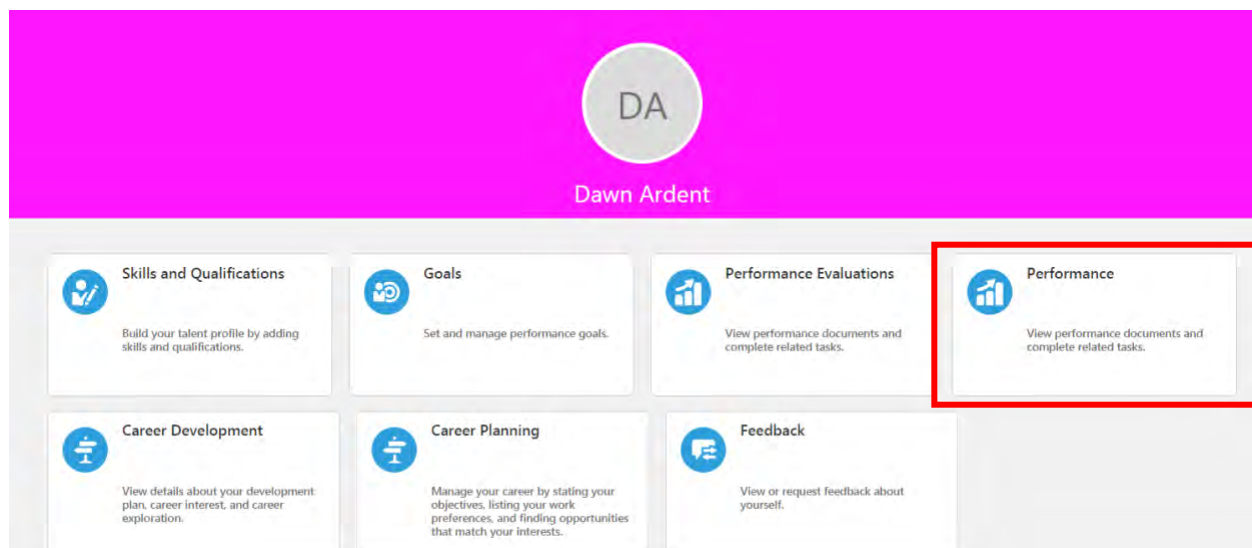
Add New Goals to Performance Document & Goal Plan

Purpose: Add a new goal(s) to your goal plan and performance document when goals were not created prior to beginning the performance review.

1. On 'About Me' select "Career and Performance".



2. Select the 'Performance' tile.



3. Click the review period link

Review Period 2020 - 2021 Review Period

Performance Documents

Current

20 - 21 Staff Performance Review

Jubal Harshaw
[No participants](#)

Current Task
Self-Evaluation
Manager Evaluation of Employee

Task Completion
0 / 4

All Tasks

- ☒ Self-Evaluation
- ☒ Manager Evaluation of Employee
- ☐ Share Review with Employee
- ☐ Provide Final Feedback

4. Click the 'Goals' hyperlink

Summary

[Edit](#)

Employee Rating

Employee Comments

[Show Additional Info](#)

Evaluation Topics

Competencies
3 of 4 rated | 3 of 4 commented [Evaluate](#)

Goals
0 of 0 rated | 0 of 0 commented [Evaluate](#)

5. Click the 'Add' button

Goals

[+ Add](#)

[Actions](#)

Sort By Latest to Oldest

Test Goal 1
Test goal approval process
Status: In progress

Test Goal 2
validate comments and attachments
Status: Completed

6. Enter Goal information. Click 'Save and Close' when finished.

Add Goal Save and Close Cancel

Basic Info

*Goal Plan
2020-2021 Goal Plan

*Goal Name

Description

*Start Date
7/1/20

Status
Not started

Target Completion Date
6/30/21

Completion Percentage
0

Category
Select a value

Success Criteria

Comments

7. New Goal is displayed on document

Goals + Add

Actions Sort By Latest to Oldest

Test Goal 3
add goal to goal plan from performance
Status
Completed

Test Goal 1
Test goal approval process
Status
In progress

Test Goal 2
validate comments and attachments
Status
Completed

8. Click 'Evaluate' to complete ratings and comments

< DA Goals Dawn Ardent Evaluate

Goals + Add

Actions Sort By Latest to Oldest

Test Goal 3
add goal to goal plan from performance
Status
Completed

9. Your Goals will display

| Goals | | + Add |
|---|--------------------------|-----------------------|
| Actions | Sort By Latest to Oldest | |
| Test Goal 1 Test goal approval process Status In progress | | *** |
| Test Goal 2 validate comments and attachments Status Completed | | *** |