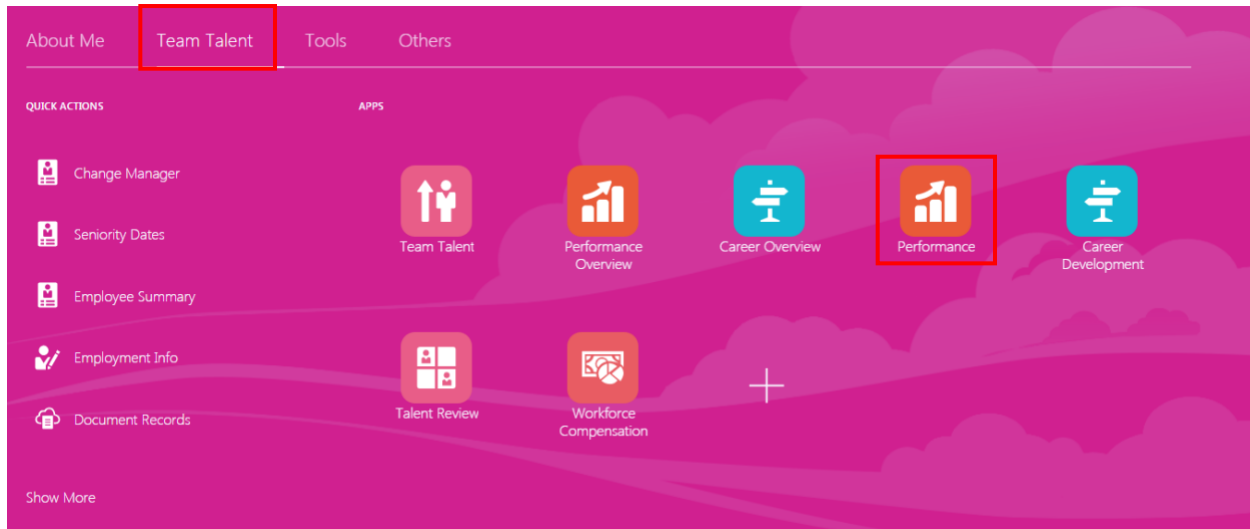


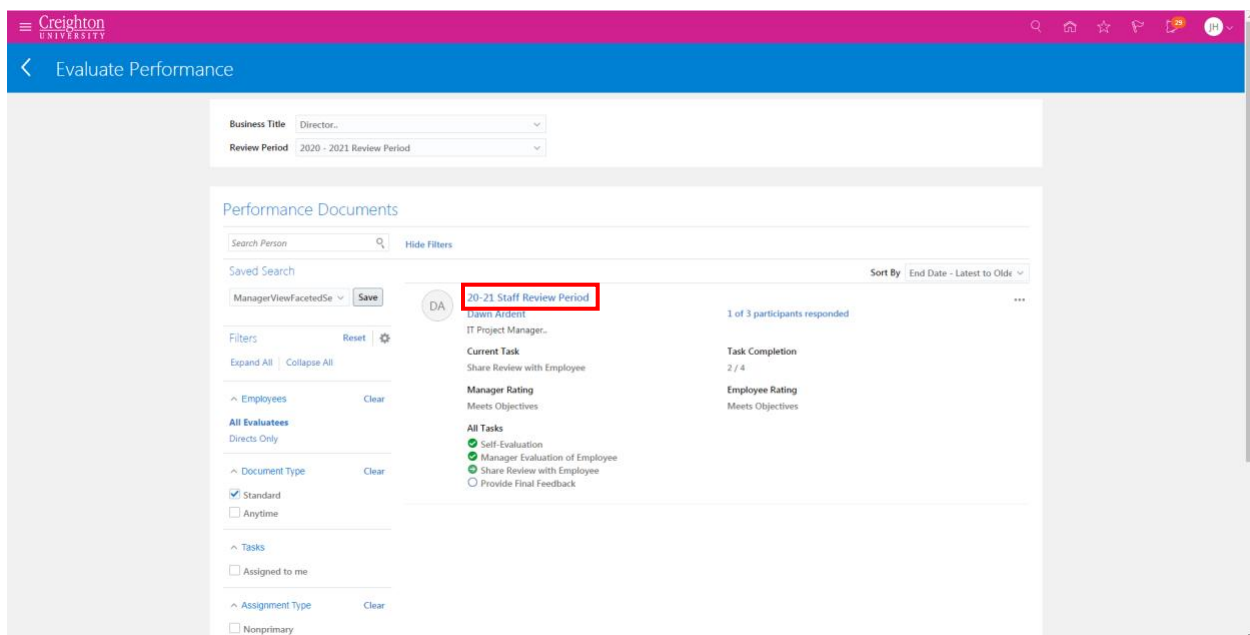
## Remove a Goal from the Employees Performance Review

**Purpose:** If necessary, Remove a goal from a goal plan that was added without prior manager approval

1. On 'Team Talent' select "Performance".



2. Select the employee's review.



3. Click the Goal link

### Summary

Manager Rating

Employee Rating  
Exceeds Objectives

Manager Comments

Employee Comments  
completed

Show Additional Info

### Evaluation Topics

Competencies  
4 of 4 rated | 4 of 4 commented

Goals  
0 of 3 rated | 0 of 3 commented

Evaluate

Evaluate

4. Click the 'additional information dots and select 'Remove from Document'.

### Goals

Actions

Sort By Latest to Oldest

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

\*\*\*  
Remove from Document


Test Goal 1  
Test goal approval process  
Status  
In progress

\*\*\*

Test Goal 2  
validate comments and attachments  
Status  
Completed

\*\*\*

5. Click 'Yes' to remove goal. Note: you should contact the employee to discuss the reason.



### Warning

You're about to remove this goal from the performance document. Continue anyway?

Yes

No