



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".

About Me	Team Talent	Tools	Others					
QUICK ACTIONS		APPS						
🚊 Change Ma	anager		A					
🚊 Seniority D	ates		Team Talent	Performance	Career Overview	Performance	Career	
🚊 Employee	Summary			Overview			Development	
Employme	nt Info				+			
Document	Records		Talent Review	Workforce Compensation				
Show More								

2. Select the employee's review.

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K Evaluate Performance							
Bu Re	zalness Title Director. ~ pview Period 2020 - 2021 Review Period ~						
Pe	erformance Documents						
se Sa	earch Person Q Hide Filters aved Search Sort By End Date - Latest to Older						
Fil Ex	Ianager/NewFacetedSe > Swe DA 20-21 Staff Review Period						
All Dir	Employees Clear Manager Rating Employee Rating Meets Objectives Meets Objectives rects Only Strians						
~	Document Type Clear Manager Schalation of Employee Standard Provide Final Feedback						
	Tasks Assigned to me						
	Assignment Type Clear						



Human Resources



3. Click the Goal link

Summary		🖌 Edit
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		Evaluate
Goals 0 of 3 rated 0 of 3 commented		Evaluate

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

Goals	+ Add
Actions	Sort By Latest to Oldest V
Test Goal 3 add goal to goal plan from peformance Status Completed	Remove from Document
Test Goal 1 Test goal approval process Status In progress	
Test Goal 2 validate comments and attachements Status	
Completed	~

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

