Performance: Goals Employee

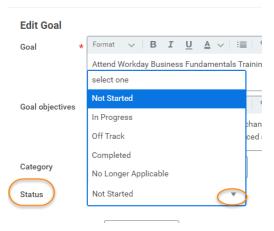
You can update individual goals to evaluate and track your progress against goal objectives. You may need to add individual goals for annual performance reviews.

## **UPDATING GOAL STATUS**



From the Performance application:

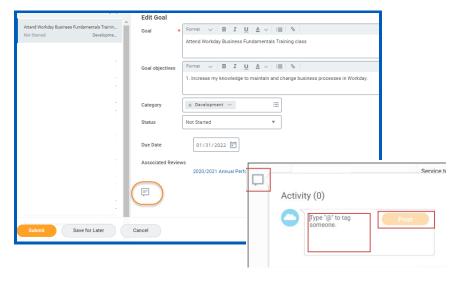
- 1. Click the Goals sub-menu under the View section.
- 2. Select the **Edit** button on the goal you wish to update.



3. Select the status and click Submit.

## **EDITING INDIVIDUAL GOALS**

- **4.** Click the **Edit** button on the goal you wish to update.
- **5.** Once you have completed all the changes you wish to make, click on the **Comment** icon box.



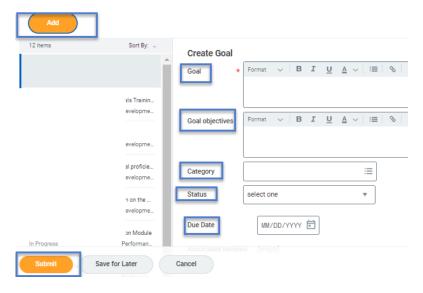
- 6. Tag your supervisor by typing @ followed by the name (i.e. @BuckyBronco), and then type a summary of the edits made. Once done, click on Post.
- 7. Click Submit.



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## ADDING INDIVIDUAL GOALS

8. Click the Add button on the top left.



- 9. Enter a title and a description for the Goal field.
- **10.** Enter the objectives of the goal.
- 11. Select an appropriate category for your goal.
- **12.** Add a status to indicate the level of completion.
- **13.** Enter a Due Date to indicate when you will complete the goal.
- 14. Click Submit.
- **15.** The new added goal routes back to your manager for review.

