Goals Management Quick Guide

**Edit or Enter Goals**

1. Click Performance>Click Goals and Job Duties
2. Change the date range in the search feature as follows (FROM: 01/01/2014) > Click Search) Goals will populate that were entered previously.
3. To edit click on the paper and pencil icon > Submit changes. The goal will now show as Pending Modification Approval.
4. Click “Send an approval request” which will generate and e-mail to your manager so that they may approve your changes.
5. Once approved the edited Goal will populate into the Manager Review.
6. If a NEW Goal needs to be entered then simply click create and enter the new Goal information and submit for manager approval. (PAY ATTENTION to the date range as it will default to a start date of the current day and target date of the end of the current year.) If the Goal should be populating into the current review the date range needs to be within or overlap the calendar year 2015.
Updating Goal Progress

1. Because employees will no longer be rating goals as part of the Employee Self-Review it will be important to update goal progress in another way. From the My Goals detail screen click on the Goal title in red (see above) to open the Goal progress screen.

2. Click the plus sign next to COMMENTS and a pop-up box will appear to enter Goal progress and save. Managers can then read the comments and respond if necessary. This can be done throughout the year to update Goal progress it is not tied to the Review Task.