

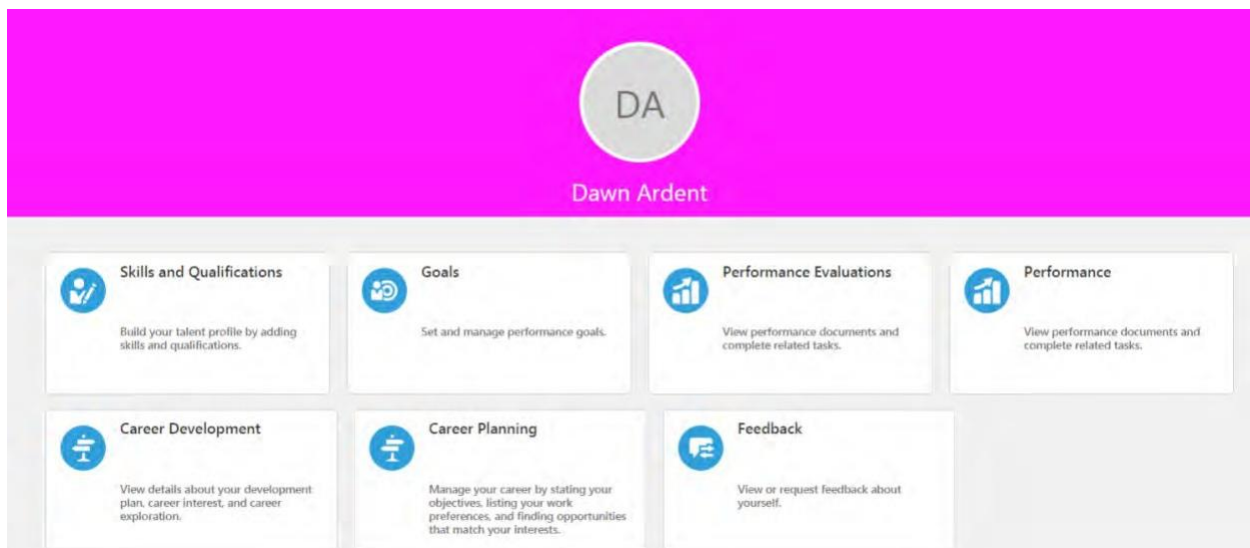
Add Goals to Performance Document

Purpose: Import your goals from your goal plan to your performance document if the goals are not already available.

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

Employee Rating

Employee Comments

Show Additional Info

Evaluation Topics

Competencies
3 of 4 rated | 3 of 4 commented

Goals
0 of 0 rated | 0 of 0 commented

Evaluate

Evaluate

5 Click the 'Actions' button and select 'Update Goals'

Goals

+ Add

Actions

Sort By Latest to Oldest

Update Goals

There's nothing here so far.

6 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		▼