Managers can add goals at any point in the performance cycle. They can also edit goals they have cascaded or discontinue goals that are no longer needed.

**Tasks**

- **Add a Goal**
- **Edit or Discontinue a Goal**

### Add a Goal

After initial goals have been approved, managers add a new goal at any time.

1. Go to the Team Performance app and click on Goals and review existing team goals.
2. Click the Add Goal to Employees button.
3. Click either the Create New Goal or Copy Existing Goal option.
4. We will use the Create New Goal example.
5. To add to immediate team, use the Employees field:
   - Select My Team and select individuals or
   - Click Ctrl, the letter A and then hit Enter to select all.
6. To add to entire supervisory organizations use the Organizations field:
   - Select My Organizations and check the corresponding boxes.
7. Click OK.
8. Write the goal in the Goal field. Add a detailed, SMART description.
9. Click the Category box to select if this is either an Organizational or Team goal.
10. Editable will be pre-selected. This allows the employee to edit the goal title.
    
    Click Submit.

### Edit or Discontinue a Goal

Employees can only edit goals that have been approved by the manager. The manager can edit or delete goals at any time.

1. Follow step 1 to access the employee’s goals.
2. Click the Edit button associated with the goal you wish to edit.
3. Enter the updates or edits in the Goal Title or Description. Change the Status, if appropriate.
4. If the goal is no longer appropriate, select the Status of No Longer Needed. Selecting this Status will remove the goal from future evaluations.
Talent Management: Add, Edit or Discontinue Goals

Manager

Employee Goal Setting
Touchpoint Goal Alignment
Manager Review & Conversation
Year-end Self-evaluation
Manager-Evaluation
Performance Review
Requesting Feedback

Status

select one

select one

Not Started
In Progress
Completed
No Longer Needed

Screenshot 1: Status dropdown option of No Longer Needed

Click Submit.