

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.



Team Performance

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:

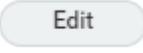
- Select **My Organizations** and check the corresponding boxes.

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.

Status

- select one
- Not Started
- In Progress
- Completed
- No Longer Needed

Screenshot 1: Status dropdown option of No Longer Needed

Click **Submit**

