Talent Management: Add, Edit or Discontinue Goals Staff & Team Member

Employees can view/edit goals they have written or goals assigned to them. Employees can add updates notes to goals throughout the year to track progress.

Tasks

- Add Additional Goal
- Edit or Discontinue a Goal

Add Additional Goal

After initial goals have been approved, employees can write new goals at any time.

1. Go to the Performance app and click on Goals.
2. Click Edit.
3. Click Add.
4. Enter the Goal title. Add a description and select the category.
5. Click Submit and the goal will route to the manager for approval. Once approved, it can be edited by the employee.

Edit or Discontinue a Goal

Only goals that have been approved by the manager are editable. Cascaded goals are editable if the manager enabled editing before assigning the goal.

1. Follow steps 1 and 2 for Add a Goal.
2. Click on the goal you wish to edit.
3. Enter the updates or edits in the Description. Select a new 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.

Click Submit and the goal will route to the manager for approval.