

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 Performance 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.

Status





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

Screenshot 1: Status dropdown option of No Longer Needed

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