Employees

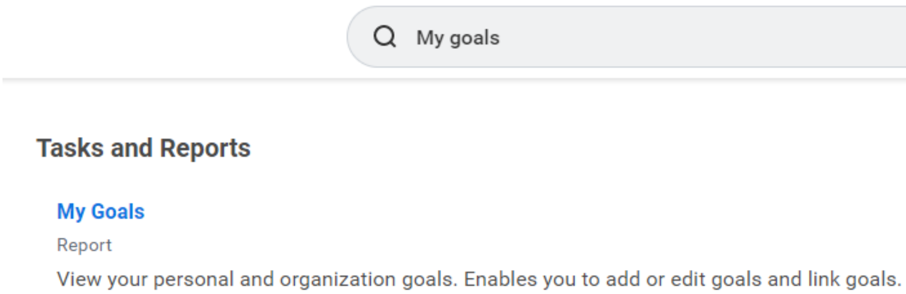
Adding Individual Goals

You can create individual goals to evaluate and track your progress against objectives.

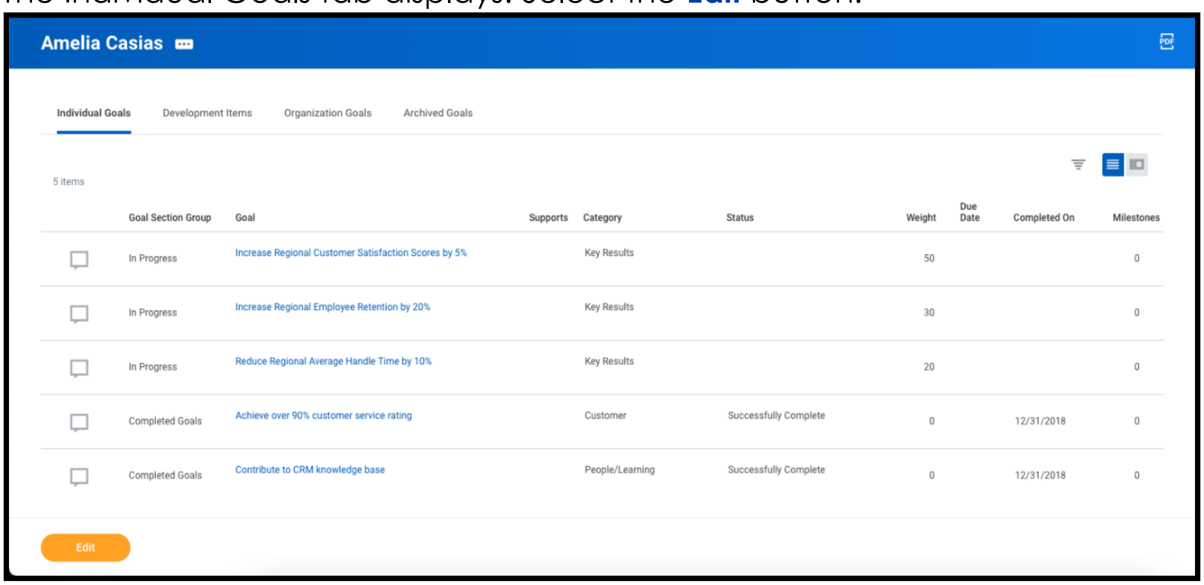
Add Goals

From the home page:

1. Type **My Goals** in the search box.

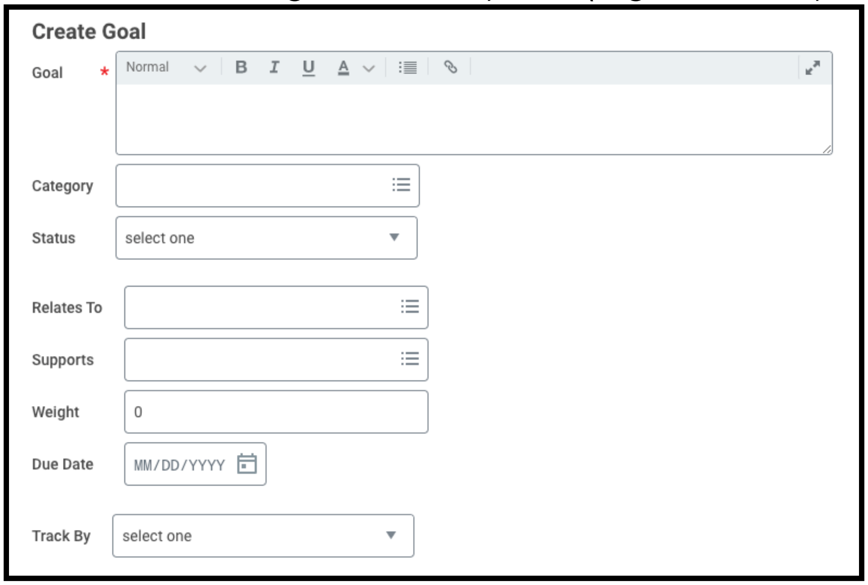


2. Select **My Goals**
3. The Individual Goals tab displays. Select the **Edit** button.



4. Select the **Add** button to add a goal.
5. In the Goal field, enter a title and a description for the goal.
6. (Optional) Select an appropriate category for your goal. You can add multiple categories if applicable.
7. (Optional) Add a status to indicate the level of completion.
8. (Optional) If you would like to link the goal to specific competencies or feedback, select one or more of the competencies in the Relates To field. Similarly, if you would like to link this goal to a specific organization goal, select a goal in the Supports field.
9. (Optional) Enter a Due Date to indicate when you will complete the goal.

10. (Optional) Additional fields include Weight and Track By. Prioritize the goal using the Weight field (e.g., 10, 50, 3500), and indicate the goal tracking measurement using the Track By field (e.g., amount, percent, unit).



11. Select Submit to **submit** your goals.

Note: Once you add a goal, your manager may need to approve it. You cannot edit a goal while it is awaiting approval.

Archive Goals

From the performance application on your home page or menu:

1. In the View section, select **Goals**.
2. Select the **Archived Goals** tab.
3. Select the **Archive Goals** button.
4. Select the goal from the Active grid and select **OK**.
5. From the **Archived Goals** tab, view the archived goal. Based on your organization's configuration, these changes may require additional approval.

Mobile – Edit and add your personal goals

From the home page:

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1. Tap your **Profile photo > View Profile**.
2. Tap your **Related Actions** ••• > **Talent**.
3. Tap **Edit Goals**. Tap an existing goal to edit and tap **Done** when complete.
4. Tap **+ Add New** icon to add a new goal. Enter the goal and any supporting information. Tap **Done**, then **Done** again.
5. Tap **Submit**. A confirmation message displays once you have successfully submitted your goals.
6. Tap the **X** to close the message. Return to **Edit Goals** to view your goals list.