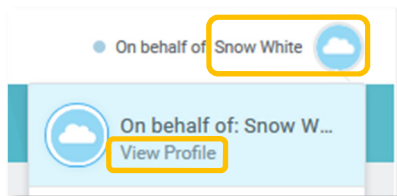
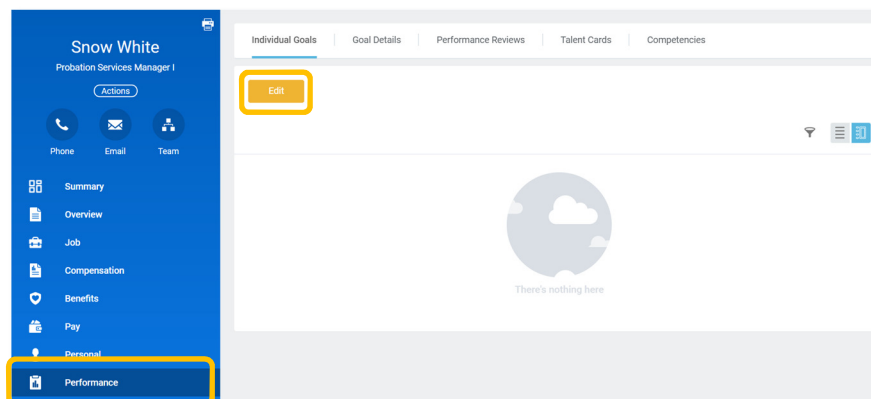


## Creating your Goal

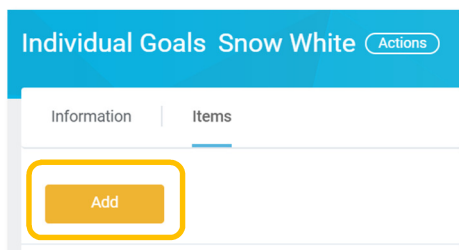
1. Access **View Profile** by clicking on your profile image located on top right corner.



2. Access **Performance** tab from main menu and click **Edit** icon under **Individual Goals**.



3. Click **Add** under **Items**.



4. Complete the below information and click **Done**.
  - Enter your goal in the **Goal** text box
  - Enter a **Description**, if desired
  - Select a **Category: Performance or Development**
  - Enter **Status** and a **Due Date**
  - **Ignore** the “Supports” field – Leave Blank
  - Click on **Do Another** to continue adding goals or **Done** when finished entering your goal(s)

### Add Goal

Goal \*  **B** **I** **U** **A**

Description  **B** **I** **U** **A**

Category

Status


Due Date

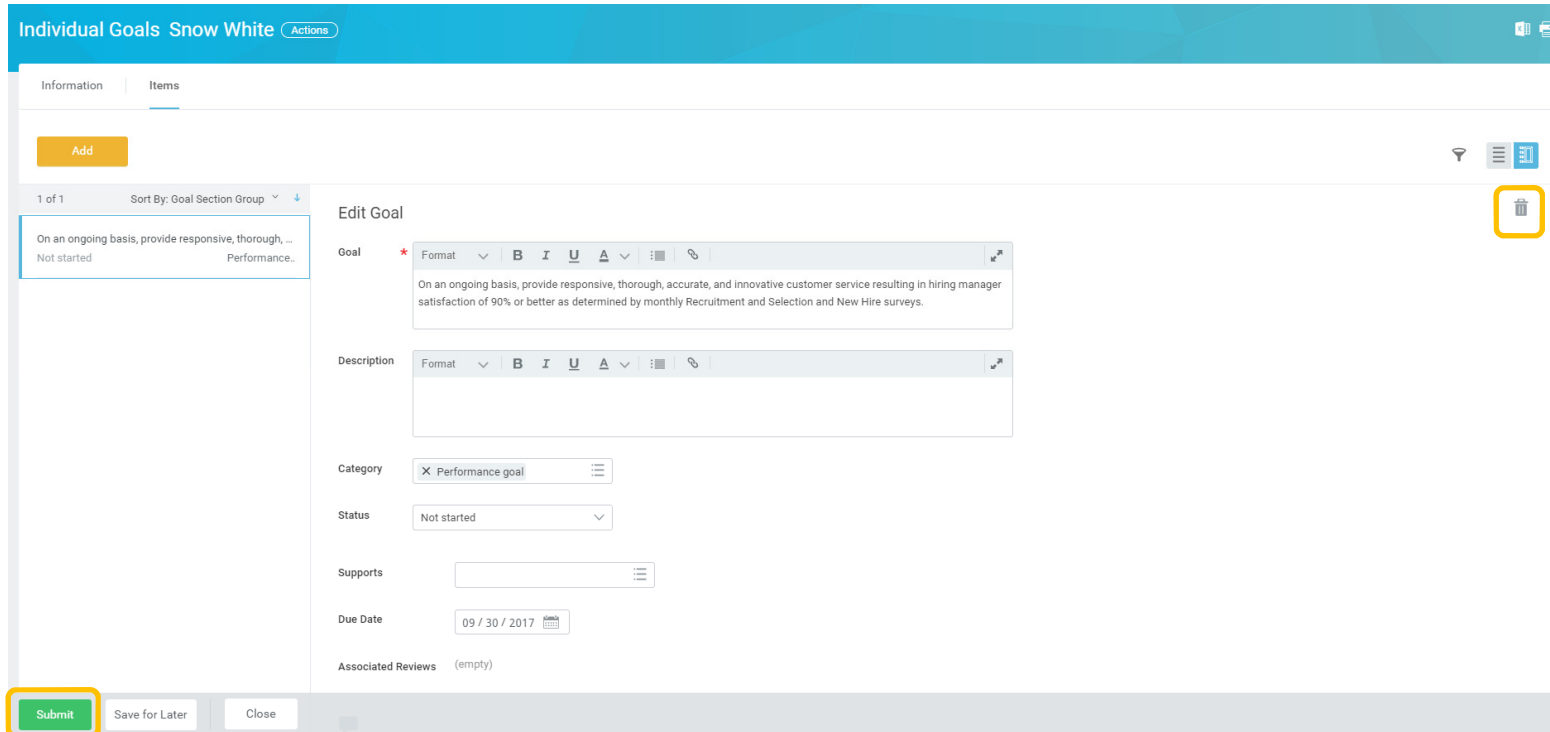
Supports

**Done** **Do Another** **Cancel**

# Goal Setting



5. Review Goal(s) and make necessary changes if needed.
6. Click on  to delete Goal if needed.
7. Click **Submit** when you are ready to send your goals to your manager/supervisor for approval or click **Save for Later**.



The screenshot displays the 'Individual Goals' interface for a user named 'Snow White'. The page is titled 'Individual Goals Snow White' and includes an 'Actions' menu. The main content area is divided into 'Information' and 'Items' tabs. The 'Items' tab shows a list of goals, with one goal selected and its details displayed in the 'Edit Goal' form. The goal's description is 'On an ongoing basis, provide responsive, thorough, accurate, and innovative customer service resulting in hiring manager satisfaction of 90% or better as determined by monthly Recruitment and Selection and New Hire surveys.' The goal is categorized as 'Performance goal' and has a status of 'Not started'. The due date is set for '09 / 30 / 2017'. The 'Submit' button is highlighted with a yellow box, indicating the next step in the process.



The goals will then be sent to your manager for review. Your manager can approve, modify, or add additional goals as needed. Once a manager approves or modifies a proposed goal or adds a new one, it will appear under your Performance Tab. **Check the Performance Tab regularly** to see which goals have been approved, modified, or added and to update the progress made on your goals.