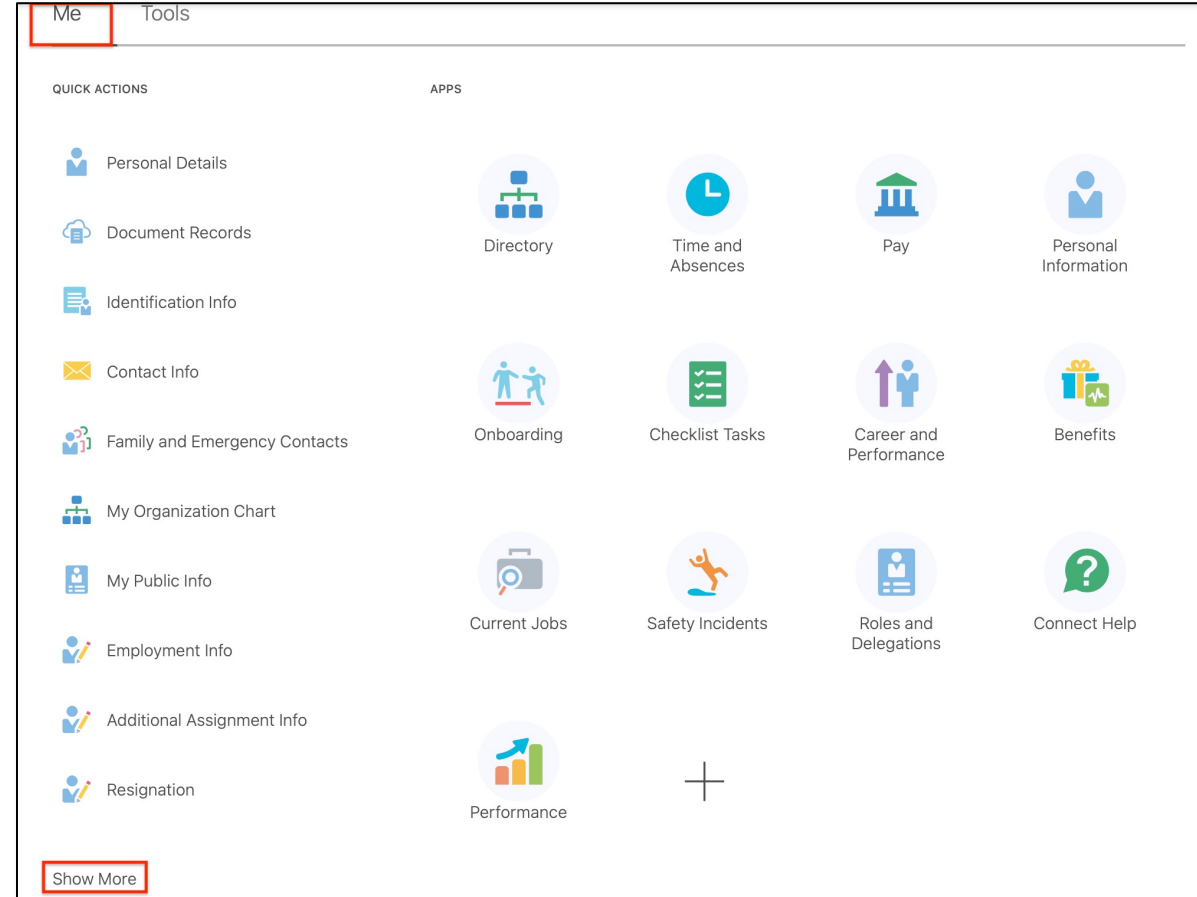


Employee Creates a Goal

This can be done anytime throughout the year or during the evaluation period

1. Select **Me** to display your Employee functions.
2. Click on **Show More** below the Quick Links.



3. Scroll down until you see **Career and Performance**, then click **Goals**.

Existing Absences

Career and Performance

Find Best Fit Job Goals Performance Skills and Qualifications

Current Jobs

4. On the **Goal** page, ensure that **Annual Review Period** is selected.

5. Click the **Add** button.

Review Period Annual Review Period

Goal Plan Performance Goals

Goals Shared with Me

Employee Goal Plan + Add

Actions Sort By Display Sequence

☐ ABA Certification

Status
In progress

6. On the **Add Goal** page, create a new goal by entering the required and optional information (**Name**, **Description**, **Start Date**, **Target Completion Date**, **Category**, **Status**, **Success Criteria**).

Note: At the time this guide was created, no library goals were configured. All goals must be added using the steps above.

Add Goal

Save and CloseCancel

Basic Info

Library Goal

Select a value

*Goal Name

Obtain CPR Certification

☒ Allow worker to update key attributes

Description

Obtain CPR certification by the end of the Q2

*Start Date

1/1/22

Category

Skill

Target Completion Date

12/1/31

Status

Not started

Success Criteria

Font

2

B

I

U

7. On the Goals page there will be a submittal prompt, click the **Submit** button.

8. On the next page, enter any **Comments**, **Attachments**, and click **Submit**.

Note: Upon submittal, your manager will receive a notification to review and approve the new goal.

