There are three ways that a goal can be added to myPerformance:

a) If you’re setting/editing goals outside of the performance appraisal process, you can add/edit goals directly in the “Goals” section
   a. Steps to add and edit goals are described below
b) Your manager can add a goal to your performance appraisal form. Once the entire process is completed, any goals that were written on that form will be populated in your “Goals” section of the tool
c) Your manager can add a goal directly into your “Goals” section

1. Login to myPerformance.
2. Click on the “My Performance” tab.
3. Click the “Goals” sub tab, and then “Add.”
4. Type in any details of the goal that you would like, including:
   - Title of the goal
   - Description and corresponding metrics of the goal
   - Weight of the goal (0%-100%)
   - Action steps
   - The start date, general timeline (i.e. due date), and completed date (to be filled out when the goal is complete)
   - Reminders

5. Click “OK”
6. Once there are goals in your “Goals” sub tab, you can edit them or keep track of your progress at any time. To do so, click on the title of the goal.

7. Edit any information if necessary.
8. Use any or all of the following to help keep track of your progress on a goal:

- Progress on Action Steps
- Status
- Percent Complete
- Progress Flag
- Notes