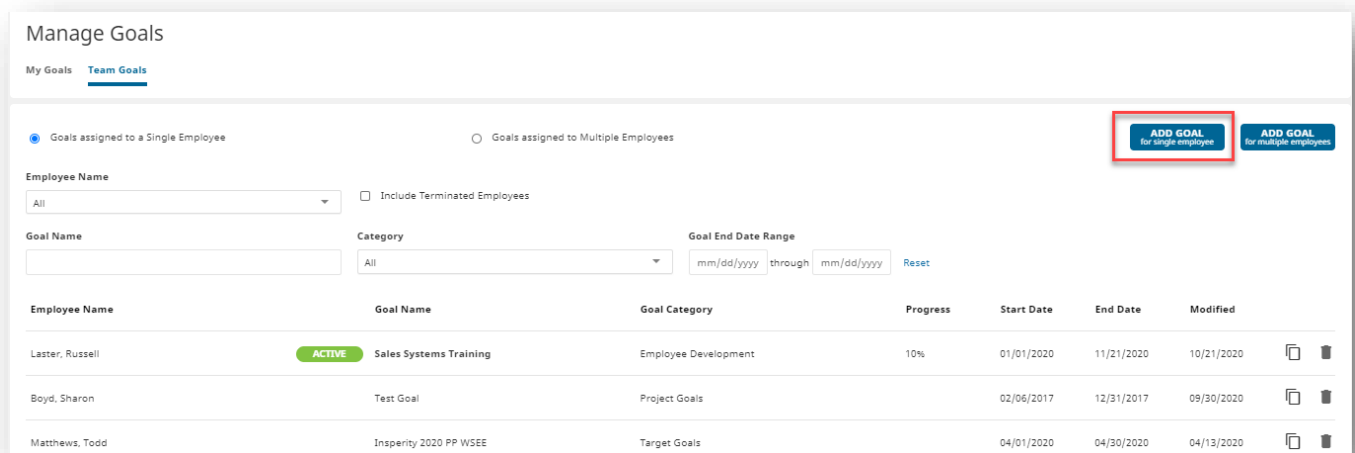# Quick Guide – Adding Goals for Your Employees

Navigation

NOTE: To be used prior to annual review cycle. Go to **Performance** in the left hand menu and click on **Goals**. To access your employee's goals, click on **Team Goals**. To add a goal to a review that is in progress, see Adding Goals to a Review that is in Progress.

Adding Goal for a Single Employee

To add a goal for a single employee, go to **Performance → Goals**. Click on **Add Goal for Single Employee** button.
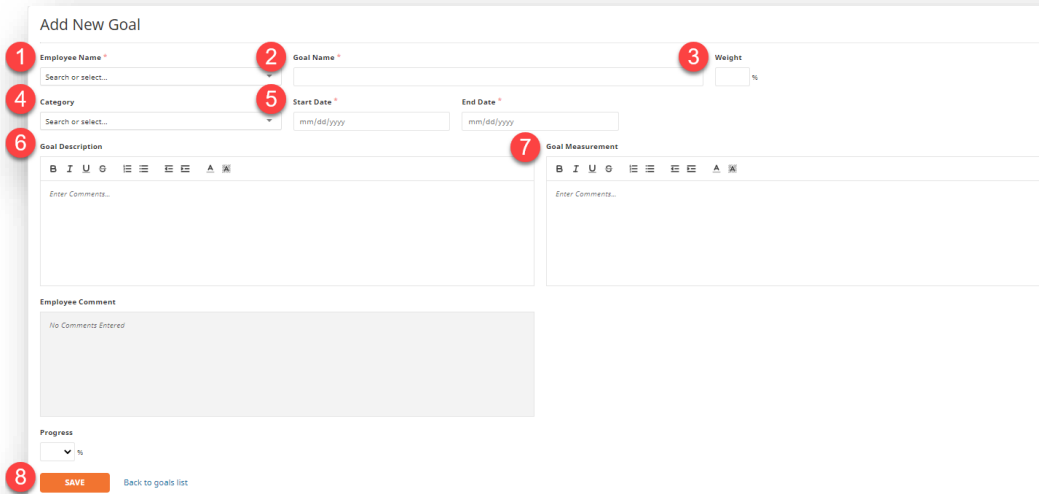

Enter the following Information:

1. Select the **Employee Name** from the drop down box.

2. The **Goal Name** of the goal you would like to enter.

3. *Optional*: Choose a **Weight** you would like to assign to this specific goal to count towards their overall score. This is optional at this point of time; however each goal will need to be weighted in a performance review. The employee will have an opportunity to weigh the goal in the performance review at review time.

4. *Optional:* Select a **Category** for the goal.

5. You must enter a **Start Date** and an **End Dat**e for the goal. The **End Date** will determine which goal(s) will be added to a performance review based on the performance review period.

6. Enter a **Goal Description.**

7. Enter a **Goal Measurement.**

8. **Save** the goal.

NOTE: The employee or supervisor can edit and maintain this goal prior to or within the performance review.

Adding a Single Goal for Multiple Employees

To add a single goal for multiple employees go to **Performance → Goals**.   Click on **Add Goal for Multiple Employees** button.

In Step 1, follow the instruction for adding a goal for a single employee as outlined above.
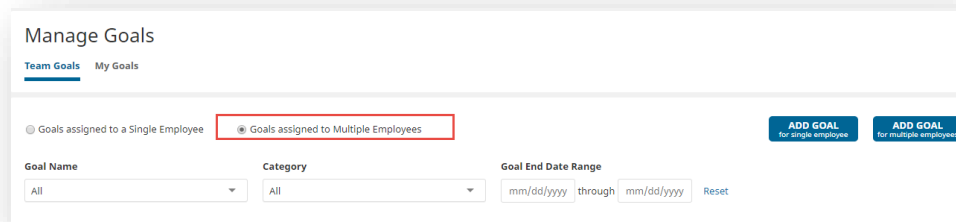
In step 2, select the names of the employees to be included in the goal.

Save the goal.

NOTE: The employees cannot edit these goals. Only the supervisor can edit and maintain this goal on behalf of the employees.

Managing Your Multi-Employee Goal

You can use the filtering tools in the middle of your screen to find a goal that has already been entered. Select **Goals assigned to Multiple Employees** and search for the name of the goal.

The **delete** icon 🗑 allows you to delete the goal. Please note that you are not able to recover this goal once deleted. Deleting a goal will delete for all employees assigned to the goal.

The **copy** goal icon 🗗 allows you to copy the contents of a goal to a new goal for a single employee.

To **edit** the goal, click on the goal name and make necessary edits. The edits will apply to all employees with this goal.

To remove an individual employee from the goal assignment, uncheck the name in Step 2.

Adding Goals to a Review that is in Progress

To add a goal to a review that is in progress, navigate to the **Current Goals** section in the Performance Review. Click **Add Goal** to create a current goal within the review.