

Adding Goals in the Online Performance Planning System

From Employee Self Service, click on the Performance Planning and Review tile.



From the Welcome Page, Click on Continue to Performance Plan for the current Fiscal Year.


Click on the appropriate button below to navigate to either the online Performance Plan or online Performance Review.



You will see your name in the “Selected Employee” section at the top of the page. If you are a manager, you will see your list of direct reports as well.

To enter a goal for yourself, click on the button “Add a New Key Performance Area”.

Note: Managers, you can navigate to your direct reports’ performance plans by clicking on their names.

Performance Development Program

Performance Plan for Fiscal Year: 20[redacted]

Performance Period from: 07/01/20[redacted] to 06/30/20[redacted]

Selected Employee

[redacted]

Director Learning & Developmt
Supervisor: [redacted]

Empl ID: [redacted]

Human Resources
VP Human Resources

[Notify Manager](#)

Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title
[redacted]	[redacted]	Learning & Development Spec
[redacted]	[redacted]	Sr Learning & Dev Specialist
[redacted]	[redacted]	Benefits Program Manager
[redacted]	[redacted]	Sr Learning & Dev Specialist
[redacted]	[redacted]	Sr. HR Assistant

[Add a New Key Performance Area](#)

[View and Print Key Performance Areas](#)

[View and Print Change History](#)

Type your goal in the text box and click save.

Click on the “Return to Performance Planning page” link.

Employee
Director Learning & Developmt

Performance Planning

Created Last Updated

Indicate specific Key Performance Area, i.e. goal, project, committee work, day-to-day responsibility, professional development, etc.

Add goal here.

Save Cancel

[Return to Performance Planning page](#)

Follow these steps for the remaining goals in your performance plan. As you add your goals, you will see them listed at the bottom of this page. To view the goal, simply click on the link in the “Brief Description” column.

Add a New Key Performance Area

View and Print Key Performance Areas View and Print Change History

Key Performance Areas for:

1-5 of 7 | [View All](#)

#	Created		Brief Description (click on link to view or update)
1	12:04PM		[Link]
2	12:08PM		[Link]