

myPerformance *How to: Add and Edit Goals*

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.

The screenshot displays the myPerformance web application interface. The browser address bar shows the URL <https://ondemand.halogensoftware.com/curatorsofi>. The page header includes the myPerformance logo and a "Return to 02109241" button. A navigation bar at the top has "Home" and "My Performance" tabs, with "My Performance" circled in red. Below the navigation bar, a welcome message reads "Welcome Shannon Linhares. You are currently logged in as Melissa halogenEmployee". The main content area is divided into "My Tasks" and "Activity Tracker". The "My Tasks" section is currently empty. The "Activity Tracker" section shows a list of activities, including "MU UAT FY14 Appraisal Process" and "UMSYS Training Process". A legend at the bottom of the "My Tasks" section defines task statuses: Overdue (red triangle), My To-Do (yellow circle), Sent for Review (blue circle), Not Ready (grey circle), and Completed (green checkmark). A "Useful Links" section at the bottom contains links for "UMSYS myPerformance Webpage" and "MU myPerformance Webpage". The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:04 PM on 8/5/2014.

3. Click the "Goals" sub tab, and then "Add."

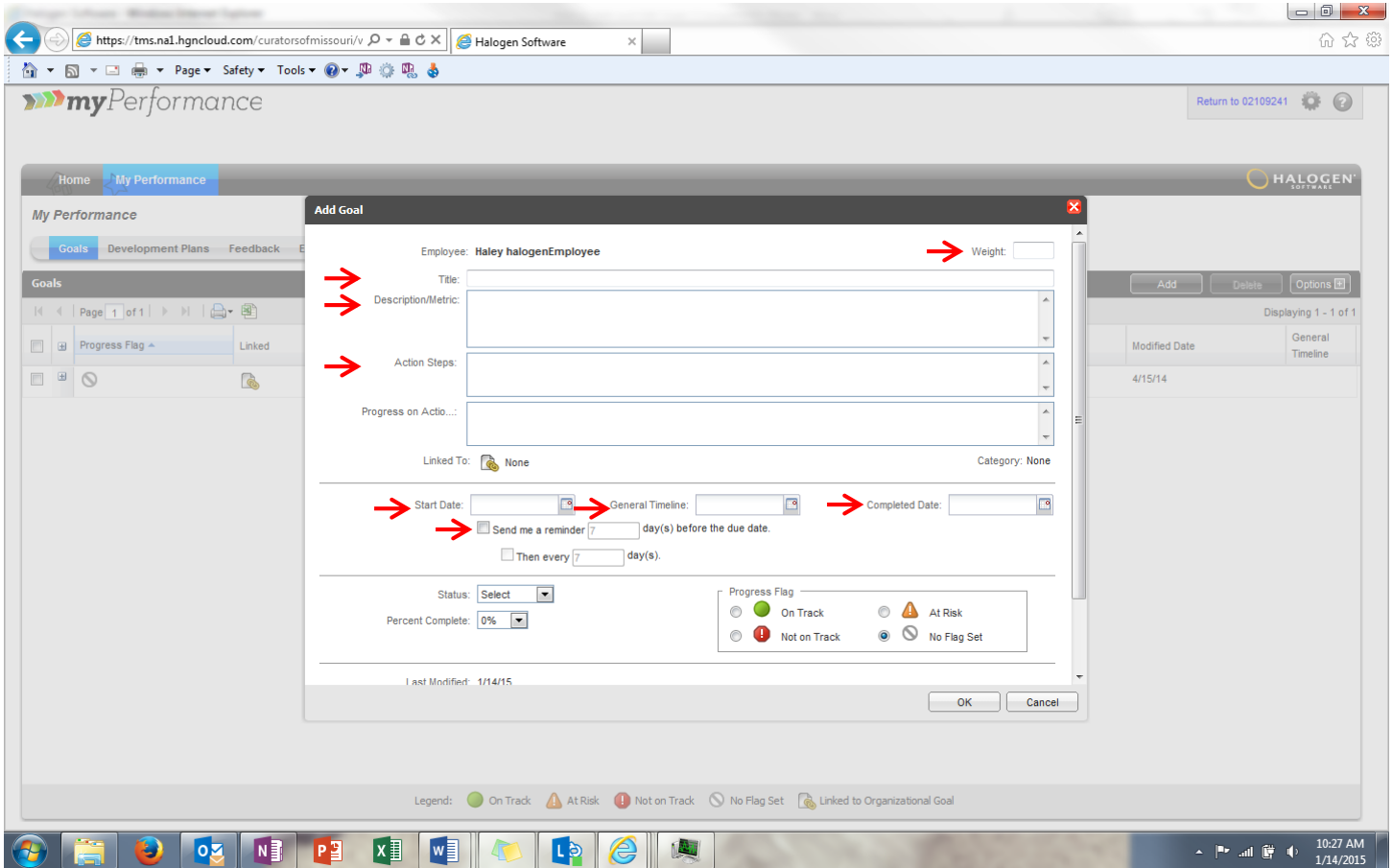
The screenshot shows a web browser window with the URL <https://ondemand.halogensoftware.com/curatorsoftr>. The page title is "myPerformance" and the logo "HALOGEN SOFTWARE" is visible in the top right. The main navigation bar includes "Home" and "My Performance". Under "My Performance", there are sub-tabs: "Goals", "Development Plans", "Feedback", "Evaluations", and "Documents". The "Goals" sub-tab is selected and circled in red. Below the sub-tabs, there is a "Goals" header with an "Add" button circled in red, along with "Delete" and "Options" buttons. A table below the header shows "No records to display" and a legend at the bottom: On Track (green circle), At Risk (yellow triangle), Not on Track (red circle), No Flag Set (grey circle), and Linked to Organizational Goal (yellow icon).

Progress Flag	Linked	Employee Goal	% Complete	Weight	Entered By	Modified Date	General Timeline
No records to display							

Legend: ● On Track ▲ At Risk ● Not on Track ● No Flag Set 📎 Linked to Organizational Goal

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.

The screenshot shows the 'myPerformance' web application interface. The browser address bar displays 'https://ondemand.halogensoftware.com/curatorsoft...'. The application header includes 'myPerformance' and 'Return to 02109241'. The main navigation bar has 'Home' and 'My Performance' tabs. Below this, there are sub-tabs for 'Goals', 'Development Plans', 'Feedback', 'Evaluations', and 'Documents'. The 'Goals' sub-tab is active, showing a table with one goal entry. The goal title 'Response Time' is circled in red. The table columns include 'Progress Flag', 'Linked', 'Entered Goal', '% Complete', 'Weight', 'Entered By', 'Modified Date', and 'General Timeline'. A legend at the bottom indicates status icons: On Track (green circle), At Risk (yellow triangle), Not on Track (red exclamation mark), No Flag Set (grey circle), and Linked to Organizational Goal (yellow link icon).

Progress Flag	Linked	Entered Goal	% Complete	Weight	Entered By	Modified Date	General Timeline
		Response Time	0%	50	Shannon Linhares as Melissa halogenEmployee	8/5/14	2/14/15

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

