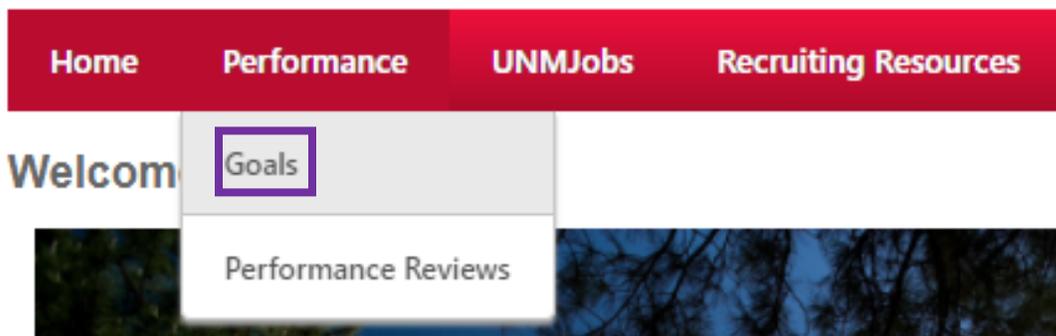
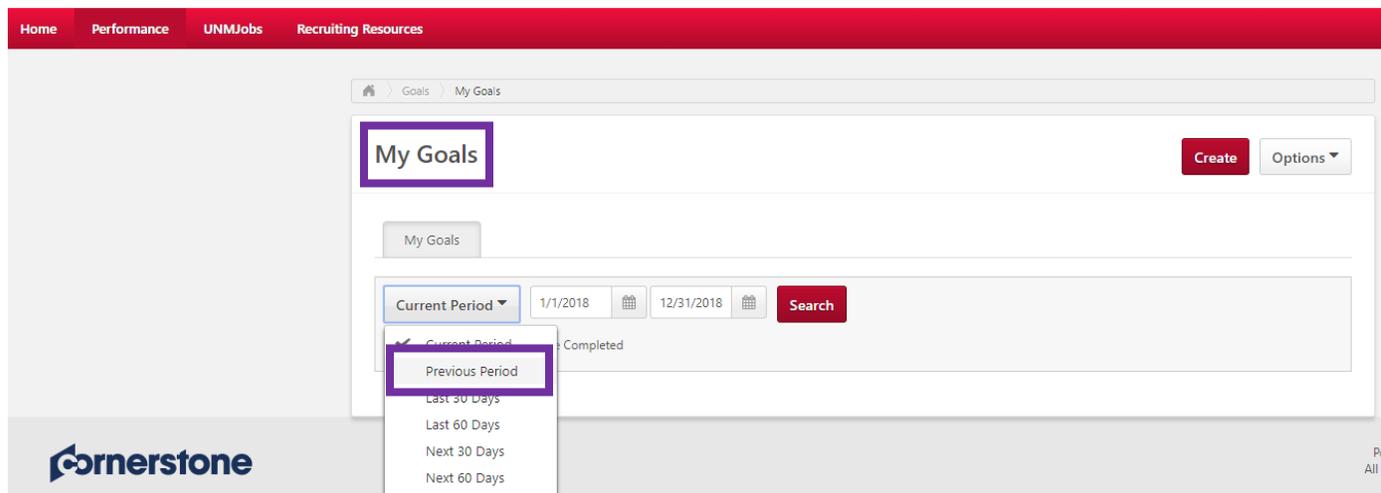


## Revised: Confirming Your 2017 Goals Were Submitted

- ❑ You can review and confirm that all of your 2017 goals have been entered and are correct. Do this by hovering over Home, then selecting 'Goals'.

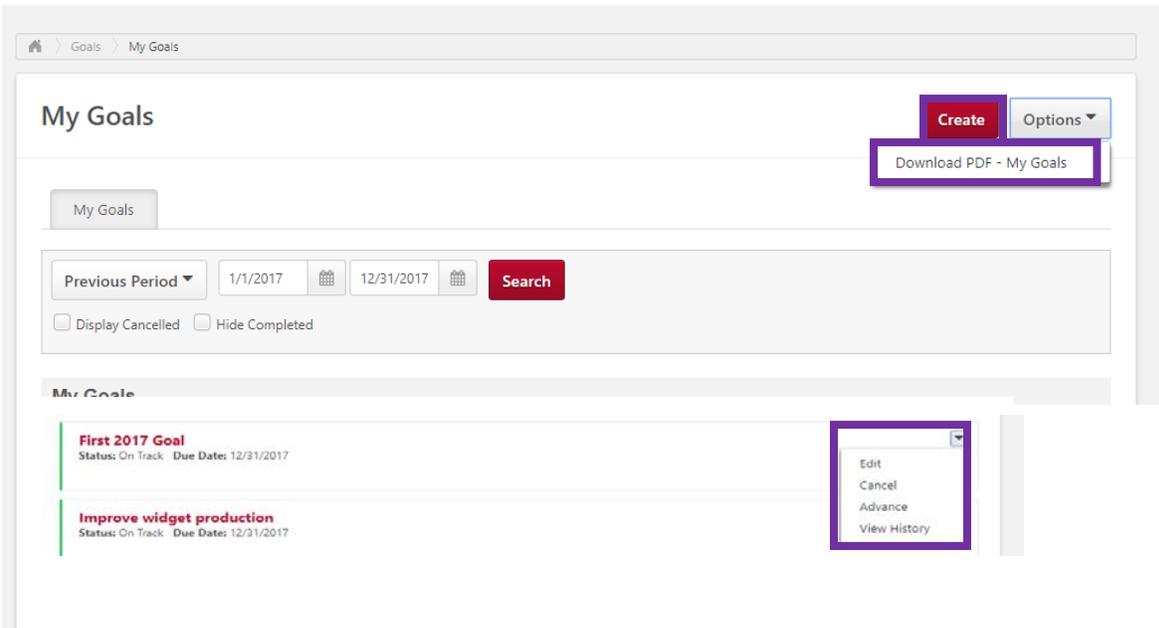


- ❑ Since you want to verify that you've entered your 2017 goals, on the 'My Goals' page you'll need to select 'Previous Period' from the drop-down to show those goals.



- ❑ You'll see the goals you've entered for 2017. If you need to change anything, you can easily do that by clicking the drop-down arrow to the right and selecting 'Edit'. You can download a PDF for your records

by clicking the ‘Options’ button, then selecting ‘Download PDF – My Goals’.



- Now that you’ve completed entering your 2017 goals, your next step is to complete your self-evaluation (if you’re not sure if you’re required to do this, check with your manager).
- If you’re not required to do a self-evaluation, the next step in the process is for your manager to schedule a time to have your performance discussion.

*If you have followed these directions but are still having difficulty with this process, please contact the [HRIT Help Desk](#).*