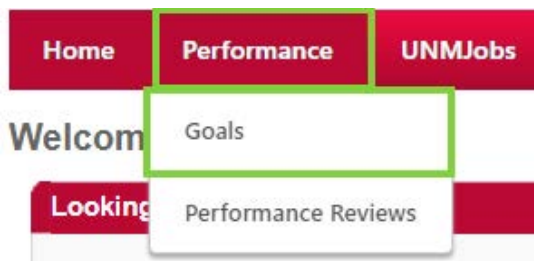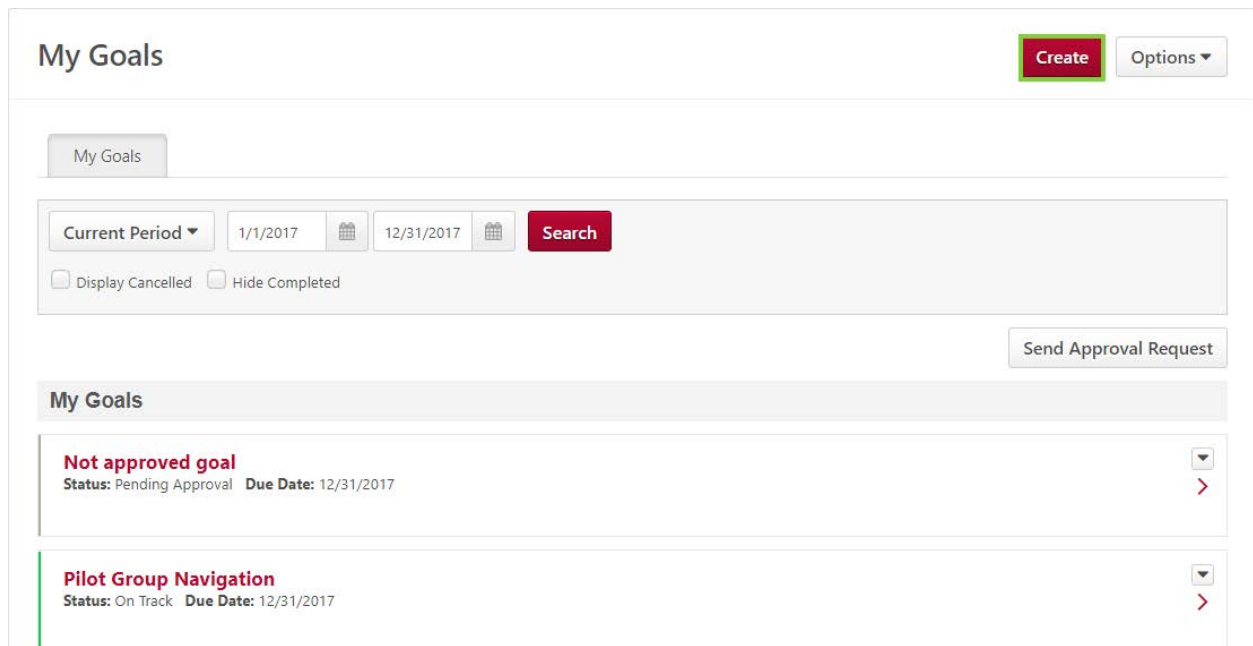## Revised: Adding and Modifying Goals

❐ You may need to add or modifying a goal after it's been submitted and/or approved by your manager.

❐ To do so, begin from the UNMJobs welcome page. If you need help getting there, please access this job aid.

❐ Hover over 'Performance', then click 'Goals'.

❐ We'll begin by adding a goal. On the 'My Goals' page, click 'Create'.

❐ Enter a title and description for your goal and click 'Submit'.

☐ Goals with green bars next to them are already approved. Pending goals (goals that are still awaiting manager review/approval) have gray bars next to them. All goals you create using this process will appear as pending goals, so you'll need to click 'Send Approval Request'. If you don't, your goals won't be submitted to your manager for approval. If you're not sure whether you requested approval, you can click the button again.

☐ Click 'Yes' when prompted to confirm your approval request, which will alert your manager that he or she needs to take action.

☐ To modify a goal, hover over 'Performance', then click 'Goals'.

❐ From the My Goals page, you can see your current year goals by clicking 'Current Period'. To edit a goal from a previous year, click 'Previous Period'.
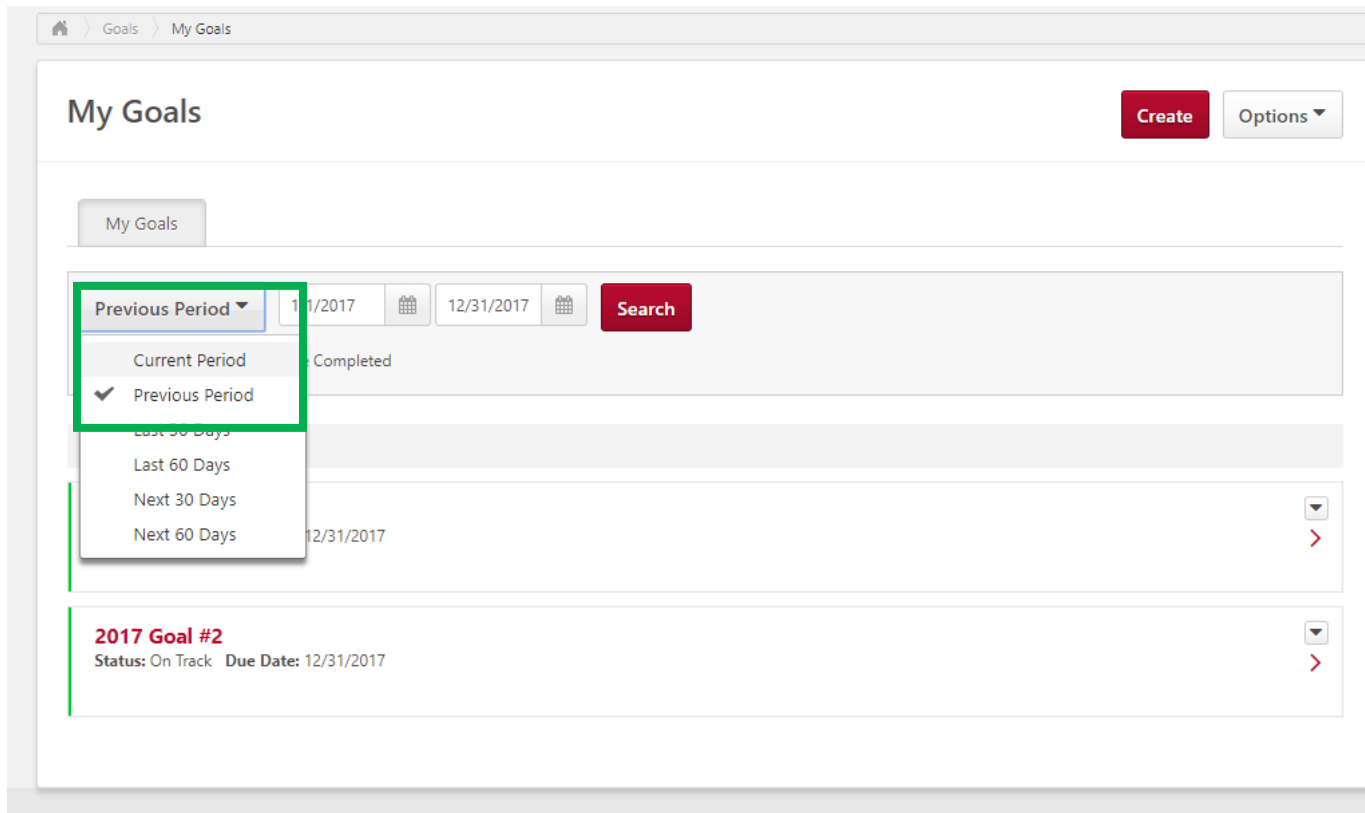
❐ Select 'Edit' from the drop-down menu next to the goal you want to modify.

☐ On the 'Edit Goals' page, make any necessary changes, then click 'Submit'.

Edit Goals

Options ▾

Add your goal using the form below.

All fields marked "*" are required

Goal Name *

2017 Goal #1

Goal Description

B I U S I_x | := := | ≡ ≡ | ABC✓

This is a sample goal description for 2017.

Start Date   **Due Date** *

1/1/2017 🗓   12/31/2017 🗓

Comments
Add Comment

Cancel   **Submit**

If you have followed these directions but are still having difficulty with this process, please contact the HRIT Help Desk.