



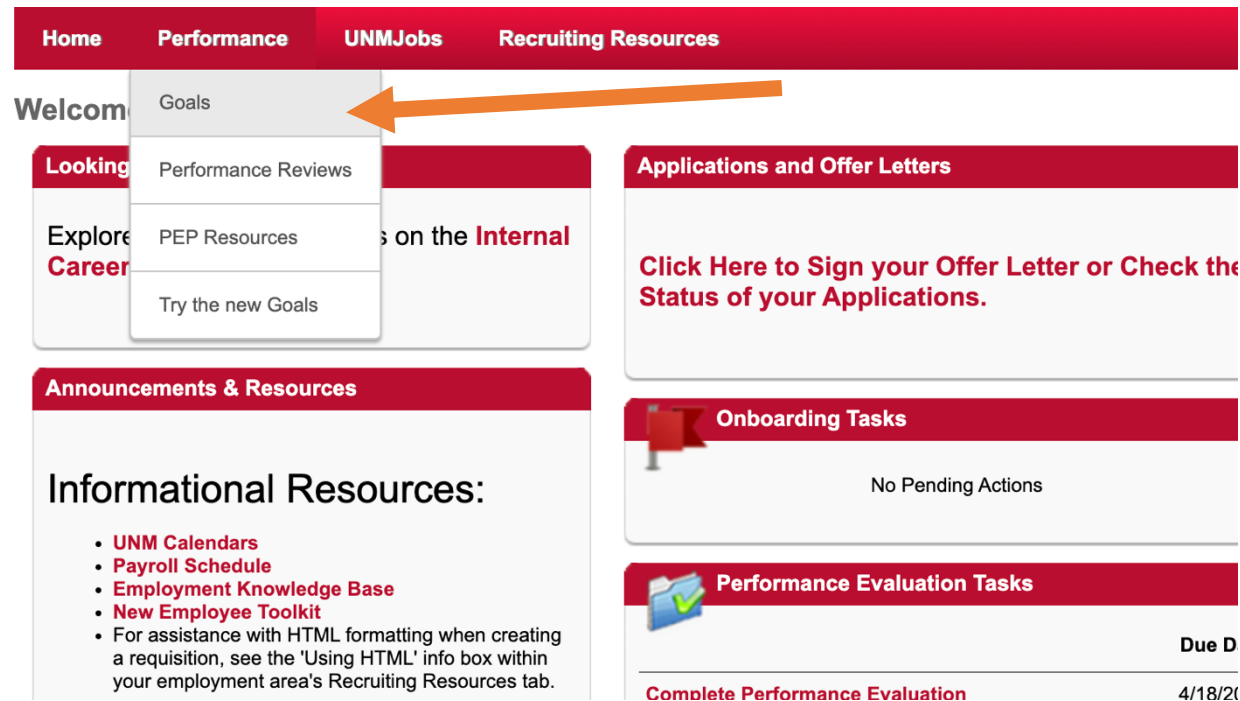
Performance Evaluation Training

Updating Goals



Updating 2024 Goals- Why would I do this?

- You may have goals that have changed throughout the year.
- Using the Performance-> Goals option you can edit or even cancel goals if necessary.
- You may need to add additional information to a goal.



The screenshot shows the 'Performance' tab selected in the navigation bar. A dropdown menu is open under 'Performance', with 'Goals' highlighted and an orange arrow pointing to it. Other options in the dropdown include 'Performance Reviews', 'PEP Resources', and 'Try the new Goals'. The main content area is divided into several sections: 'Looking for...', 'Applications and Offer Letters', 'Announcements & Resources', 'Onboarding Tasks', and 'Performance Evaluation Tasks'. The 'Performance Evaluation Tasks' section shows a task titled 'Complete Performance Evaluation' with a due date of '4/18/2024'.

Task	Due Date
Complete Performance Evaluation	4/18/2024

2024 Annual Performance Evaluation

Options ▾

- Overview
- Job Responsibilities ...
- Goal Evaluation
- Self-Evaluation
- 2025 Goal Planning
- Manager Evaluation
- Performance Discussion
- Acknowledgement an...

Lucy Lobo
1/1/2024 - 12/31/2024



Changes have not been submitted and will not be finalized until submission

Goal Evaluation

Employee: Complete your self-evaluation of each of the goals listed below. You are required to select a drop-down rating for each goal. You can use the comment section to describe how goals were accomplished.

Manager: Complete your evaluation of each of Lucy Lobo's goals below. You can also enter comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require modification, please choose "save and exit" and edit your goals before proceeding. Instructions for editing goals are available on the PEP website.

Increase Crowd Wave Participation

Increase Crowd Wave Participation at the Pit.

Status : On Track

Start Date : 1/1/2024

Due Date : 12/31/2024

more...

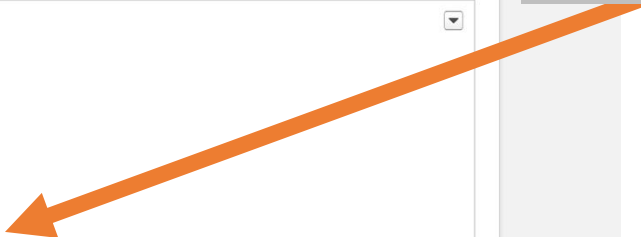
Successful ▾ ?*

Comments :

Louie Lobo (Manager) Rated : Successful Review : 2024 Annual Performance Evaluation Time : 11/8/2024 9:35 AM

Rich text editor toolbar with options: Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Font, Size, Text color, Background color. Below the toolbar is a large text area for comments.

This goal is no longer applicable. I cannot delete goals, so I need to add some comments to explain why I am cancelling the goal.



Home Performance UNMJobs Recruiting Resources

Welcome

Looking

Explore Career

Announcements & Resources

Informational Resources:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit

For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

Click Here to Sign your Offer Letter or Check the Status of your Applications.

Onboarding Tasks

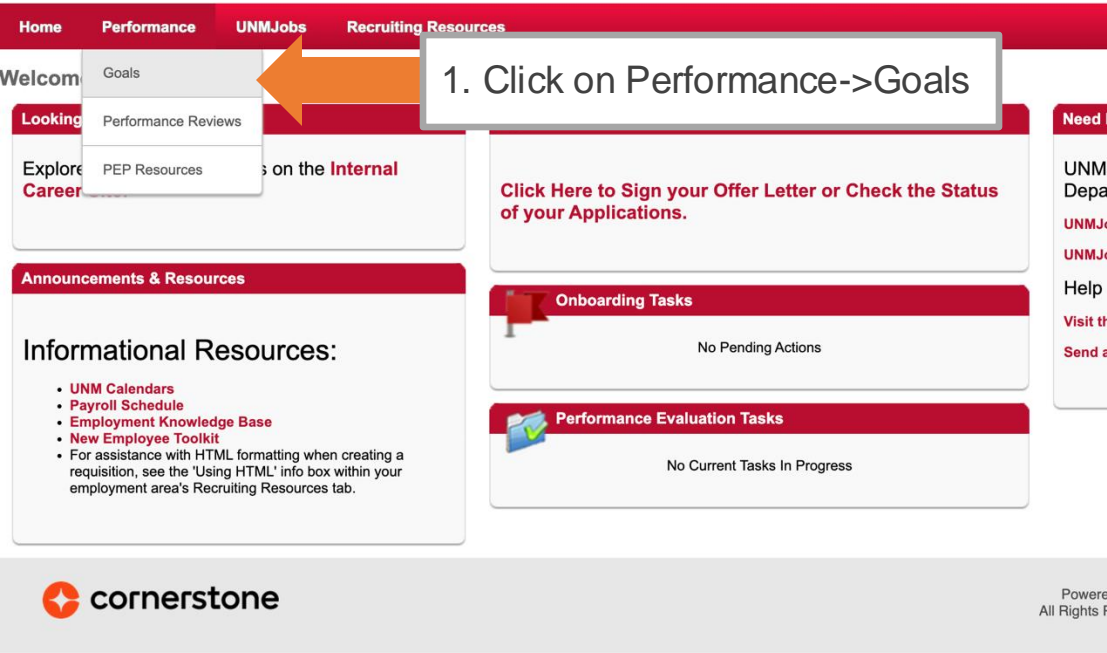
No Pending Actions

Performance Evaluation Tasks

No Current Tasks In Progress

UNM. Depa UNM.Jc UNM.Jc Help Visit th Send a

1. Click on Performance->Goals



Recruiting Resources

Goals My Goals

My Goals

My Goals

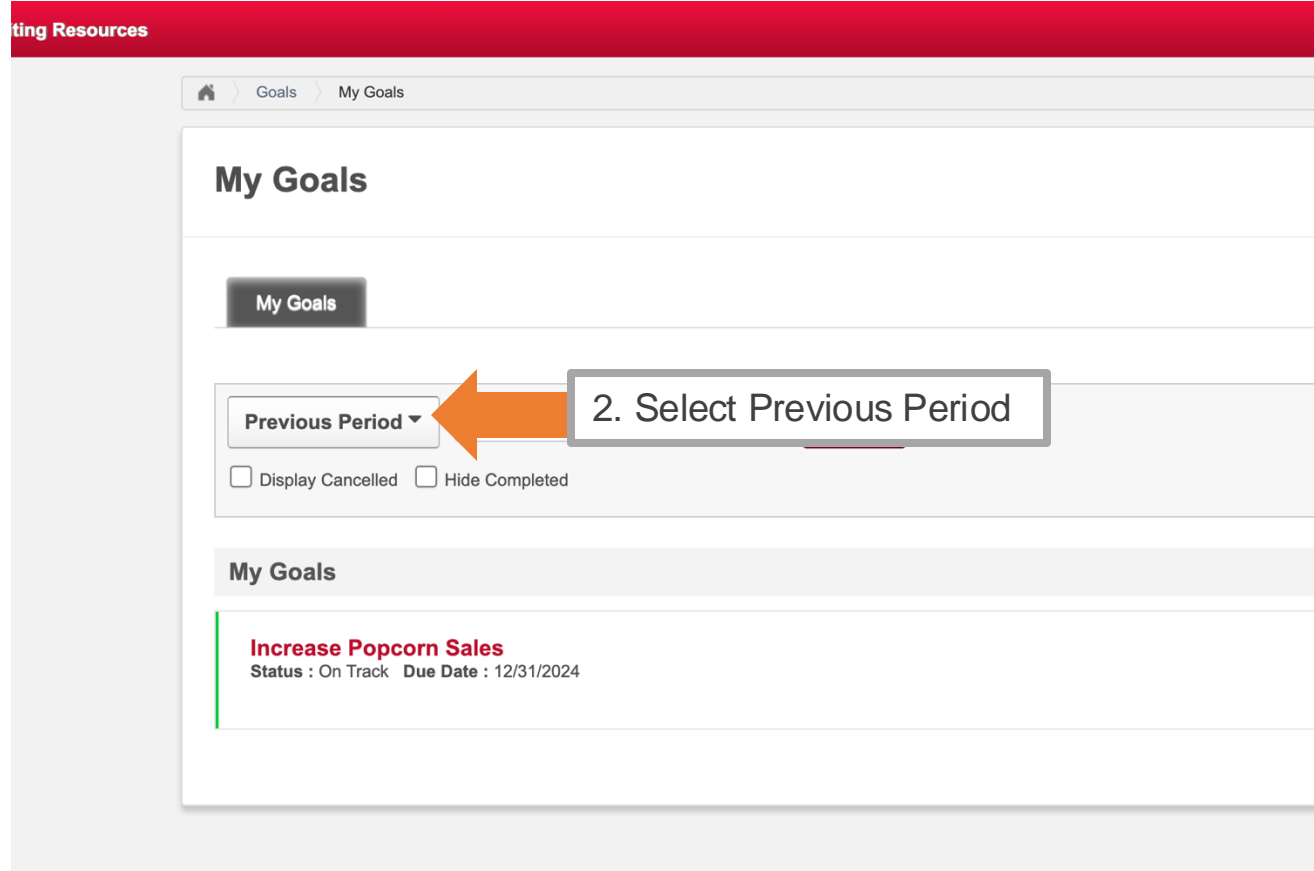
Previous Period ▾

Display Cancelled Hide Completed

My Goals

Increase Popcorn Sales
Status : On Track Due Date : 12/31/2024

2. Select Previous Period



My Goals

Create Options

My Goals

Previous Period 1/1/2024 12/31/2024 Search

Display Cancelled Hide Completed

My Goals

- Increase Crowd Wave Participation**
Status : On Track Due Date : 12/31/2024
- Increase Popcorn Sales**
Status : On Track Due Date : 12/31/2024

Click the dropdown and "Edit".

- Edit
- Cancel
- Advance
- View History

Edit Goals

Options ▾

Add your goal using the form below.

All fields marked "*" are required

Goal Name *

Increase Crowd Wave Participation

Goal Description

B I U S Ix [bulleted list] [numbered list] [checkbox list] [checkbox list] [ABC]

Increase Crowd Wave Participation at the Pit.

Enter any relevant comments and click "Submit".

Start Date

1/1/2024 [calendar icon]

Due Date *

12/31/2024 [calendar icon]

Comments

[Add Comment](#)

Cancel Submit

Home > Goals > My Goals

My Goals

Create Options

My Goals

Previous Period 1/1/2024 12/31/2024 Search

Display Cancelled Hide Completed

My Goals

- Increase Crowd Wave Participation**
Status : On Track Due Date : 12/31/2024
- Increase Popcorn Sales**
Status : On Track Due Date : 12/31/2024

In some cases, it might make more sense to cancel a goal. To do this- click the dropdown and choose "Cancel".

- Edit
- Cancel
- Advance
- View History

My Goals

Create

Options

My Goals

Previous Period

1/1/2024



12/31/2024



Search

Display Cancelled Hide Completed

My Goals

Increase Crowd Wave Participation

Status : Cancelled Due Date : 12/31/2024



Increase Popcorn Sales

Status : Cancelled Due Date : 12/31/2024

The cancelled goal will still appear on your PEP, but you will not be required to rate it.

Updating 2025 Goals- Why would I do this?

- If you need to add or edit 2025 Goals, you'll need to update them within your PEP.
- Click on the Complete Performance Evaluation link and go to 2025 Goal Planning.

Home Performance UNMJobs Recruiting Resources

Welcome

Looking for...
Goals
Performance Reviews
PEP Resources
Try the new Goals

Explore... on the **Internal**
Career

Applications and Offer Letters

Click Here to Sign your Offer Letter or Check the Status of your Applications.

Need Help?

UNMJobs Help for Hiring Coordinators, Departments, and Applicants:

[UNMJobs Support Information](#)

[UNMJobs Feedback](#)

Help with Online Performance Evaluations:

[Visit the Performance Evaluation Website](#)

[Send an Email to Human Resources PEP](#)

Announcements & Resources

Informational Resources:

- [UNM Calendars](#)
- [Payroll Schedule](#)
- [Employment Knowledge Base](#)
- [New Employee Toolkit](#)
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

Onboarding Tasks

No Pending Actions

Performance Evaluation Tasks

	Due Date
Complete Performance Evaluation	4/18/2024

cornerstone

Version: 24.1.0.
Powered by Cornerstone OnDemand, Inc. ©2000-2024.
All Rights Reserved. [Terms](#) - [Privacy](#) - [Cookies](#) - [Feedback](#)

- Select 2024 Goal Planning
- If you need to add more goals, click Add Goals
- If you need to edit or delete goals, click the drop-down arrow and save.
- Click Submit when finished.

Home Performance UNMJobs Recruiting Resources

2024 Annual Performance Evaluation Options ▾

Lucy Lobo
1/1/2024 - 12/31/2024

100%

Changes have not been submitted and will not be finalized until submission

2025 Goal Planning Add Goals

Employee: Use this section to develop and propose your goals for the next year. Your manager will review and discuss these with you during your performance discussion. Start by clicking the 'Add Goals' button. Enter a title and description for your first goal, then click 'Save'. Continue adding goals until all new goals have been added to the system. Take a moment to review and confirm that all of your new goals have been entered and are correct, then click the 'Submit' button. You will see another pop-up box asking you to confirm your submission - just click 'Submit' again, which will route your Self-Evaluation to your manager.

Manager: Review the goals that Lucy Lobo has proposed for the coming year below. You may edit, add, or delete goals as needed. Once all of Lucy Lobo's goals are finalized, click the "Submit" button below. This does not submit the final review, only advances the review to the next step in the process, the Performance Discussion.

Visit the PEP website for job aids and additional information on the remaining steps in the process.

2025 Goal

New - Please Review

2025 Goal

Status : On Track
Start Date : 1/1/2025
Due Date : 12/31/2025
more...

Comments :

B I U S x₂ x² I_x [Rich Text Editor Icons]

Edit
Delete
View History

Back Save and Exit Submit

Contact:

Email: pep@unm.edu

Web: unmjobs.unm.edu