

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'.

Home	Performance	UNMJ	lobs	Recruiting Resources
Welcom	Goals			
C. T	Performance Rev	views	A	

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 dropdown to show those goals.

Home	Performance	UNMJobs	Recruiting Resources
			Goals > My Goals
			My Goals Options •
			My Goals
			Current Period ▼ 1/1/2018 12/31/2018 Search
			Previous Period Last 30 Days
5	orners	one	Last 60 Days Next 30 Days Next 60 Days Next 60 Days

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'.

y Goals	Create
	Download PDF - My Goals
My Goals	
Previous Period 1/1/2017 12/31/2017 Search	
Display Cancelled Hide Completed	
Display Cancelled Hide Completed Coale First 2017 Goal Status: On Track: Due Date: 12/31/2017	Edit Cancel

- 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 <u>HRIT Help Desk</u>.