Ensuring Your Goals Are In the System

☐ If you’re unsure whether your goals have been recorded in the system, you can check by following this process.

☐ Begin from the UNMJobs welcome page. If you need help getting there, please access this job aid.

☐ Hover over ‘Performance’, then click ‘Goals’.

☐ The ‘My Goals’ page displays all of your goals. Goals with a green bar to the left have already been approved by your manager; a gray bar means manager approval is pending.
☐ If you need to add a goal, just click ‘Create’ on the ‘My Goals’ page and follow the prompts.

☐ Goals that are already approved have green bars next to them. Pending goals (goals that are still awaiting manager review/approval) have gray bars next to them. All goals you create this way will appear as pending goals, so ensure you click ‘Send Approval Request’. If you don’t, your goals will not be
submitted to your manager for approval. If you’re unsure whether you sent the request, you can click it again.