Adding Goals That Aren’t Part of a Task

☐ You may need to add goals independent of an assigned task (like completing your performance evaluation). An example is if you or your manager add a goal mid-year. This job aid describes how to add a goal to the system when it’s not part of an assigned task.

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

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

☐ On the ‘My Goals’ page, click ‘Create’.

![Image showing the UNMJobs interface with 'Performance', 'Goals', and 'UNMJobs' tabs highlighted.]
☐ Enter a title and description for your goal and click ‘Submit’.
☐ 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.

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