Entering 2017 Performance Goals into UNMJobs

☐ Thank you for your participation in this pilot!

☐ The first task that you’ll need to do is to enter your 2017 performance goals into the system. You’ll only have to do this once; after this initial entry, all goals auto-populate where needed.

☐ We’ll begin from the UNMJobs welcome page. If you need help to get there, please access this job aid.

☐ In the middle of the screen, you’ll see a box titled ‘Performance Evaluation Tasks’. Click on ‘Enter 2017 Performance Goals’.
☐ You will be taken to the Overview page. Click ‘Get Started’ in the bottom right corner of your screen.
On the ‘Enter 2017 Goals’ page, click the ‘Add Goals’.

On the ‘Create Goals’ page, enter a title and description for your first goal. If you need to change the start or due dates, you can do that by clicking on the date boxes below the ‘Description’ box. Click ‘Save’ in the bottom right corner of your screen.
You’ll see the text of your goal has appeared on the page with a yellow bar that alerts you to review the goal. An example of a successful goal entry is shown below. If you need to edit the goal for any reason, just click the down arrow to the right of the goal’s title and select ‘Edit’.

Continue clicking the ‘Add Goals’ button and repeat until you have entered all of your 2017 goals into the system.

Take a moment to review and confirm that all of your 2017 goals have been entered and are correct. Remember, if you need to make
changes, click on the down arrow to the right of the goal title to edit or delete the goal. Then click the red ‘Submit’ button in the lower right corner of the screen.

☐ Confirm your choice to ‘Submit Review’ by clicking the ‘Submit’ button in the pop-up window.
Successfully submitting your goals will result in seeing the screen below.

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