Updating 2023 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.
This goal is no longer applicable.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.
1. Click on Performance->Goals

2. Select Previous Period
Click the dropdown and "Edit".
Enter any relevant comments and click “Submit”.

Goal Name *
Test II 2023

Goal Description
Test

Start Date  
1/12/2023
Due Date *
12/31/2023

Comments
Lucy Lobo commented 3/13/2023 11:56 AM
Test comment 2

Add Comment

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

![Image of My Goals section with dropdown options showing Cancel and other options like Edit, Advance, View History.]

The cancelled goal will still appear on your PEP, but you will not be required to rate it.
Updating 2024 Goals- Why would I do this?

• If you need to add or edit 2024 Goals, you’ll need to update them within your PEP.
• Click on the Complete Performance Evaluation link and go to 2024 Goal Planning.
• 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.
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