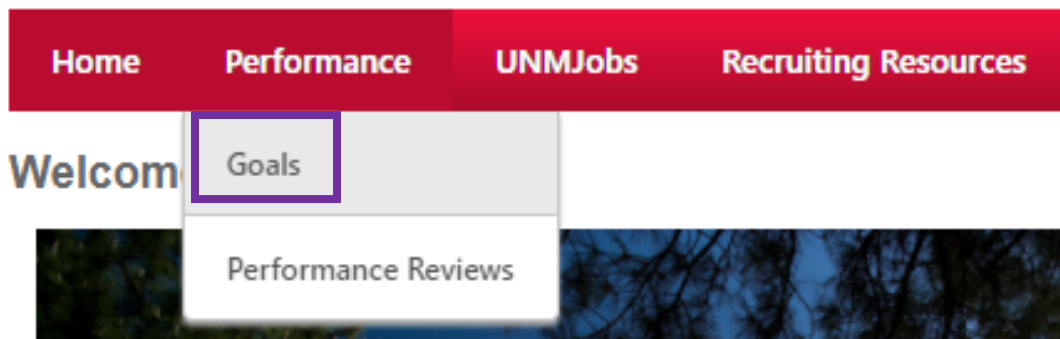
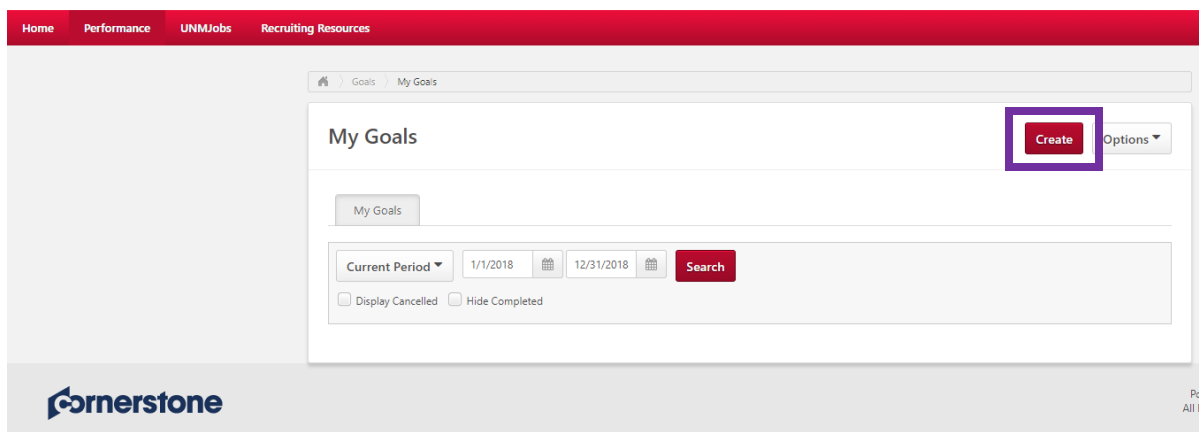


Revised: Entering 2017 Performance Goals in UNMJobs

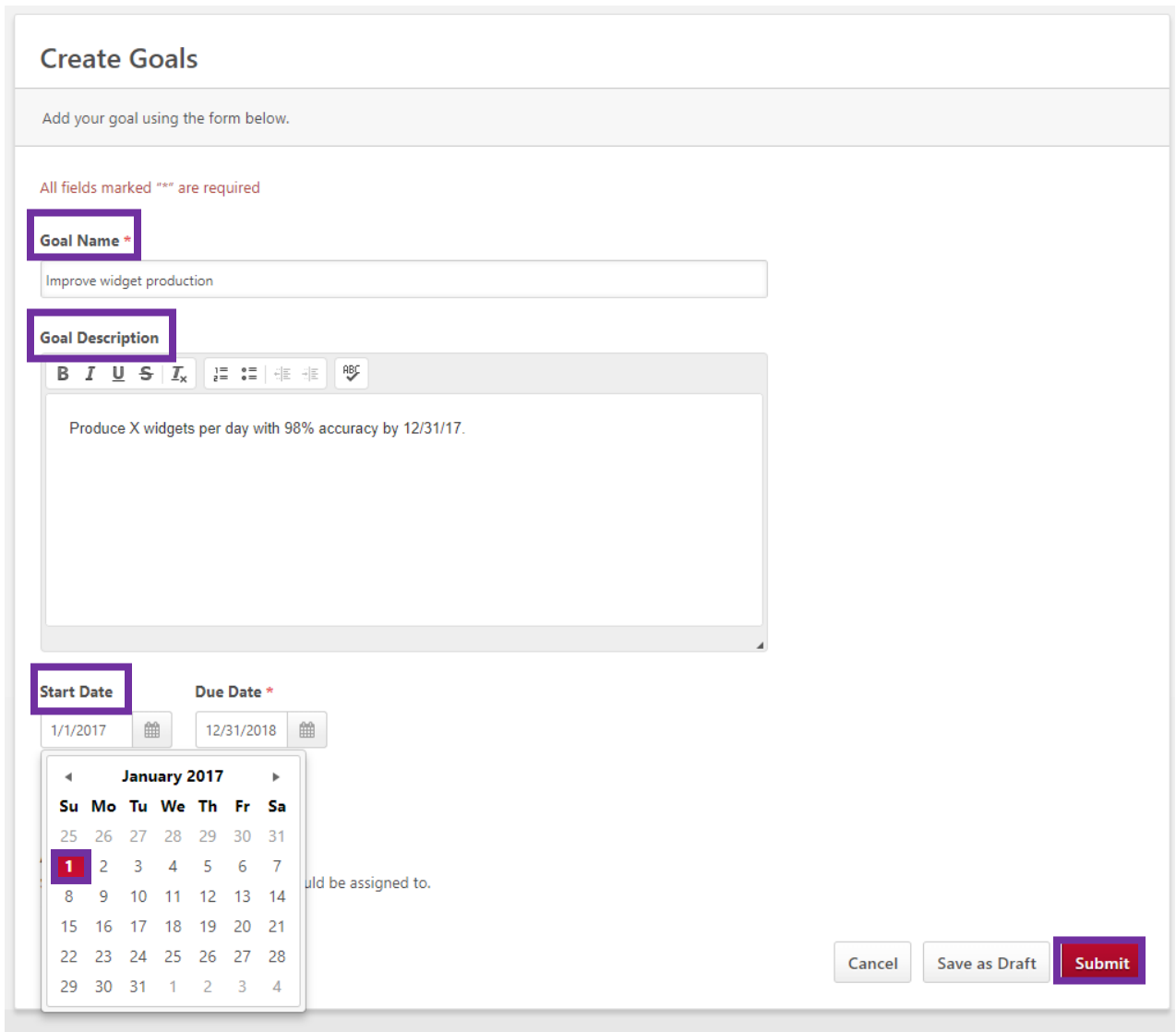
- ❑ NOTE: The 'Enter 2017 Goals' task, due 12/31/17, has expired. Please follow this amended process to enter your 2017 goals in preparation for the PEP process.
- ❑ You'll begin from the UNMJobs welcome page. If you need help to get there, please access this [job aid](#).
- ❑ Hover over the Home button on the ribbon along the top of your screen. Click Goals from the drop-down list.



- ❑ You will be taken to the My Goals page. Click 'Create' at the left of your screen.



- ❑ On the ‘Create Goals’ page, enter a title and description for your first goal. Since these are 2017 goals you’re entering, you’ll need to change the dates by clicking on the date boxes below the ‘Description’ box. Once complete, click ‘Save’ in the bottom right corner of your screen.



Create Goals

Add your goal using the form below.

All fields marked "*" are required

Goal Name *
Improve widget production

Goal Description
Produce X widgets per day with 98% accuracy by 12/31/17.

Start Date 1/1/2017 **Due Date *** 12/31/2018

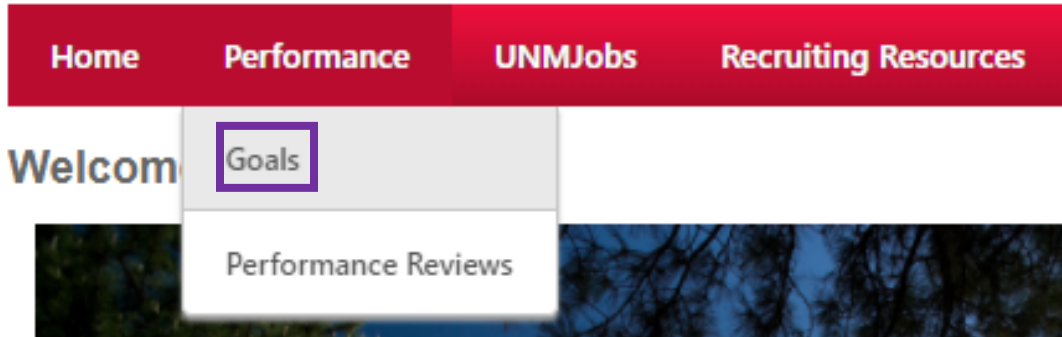
January 2017

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

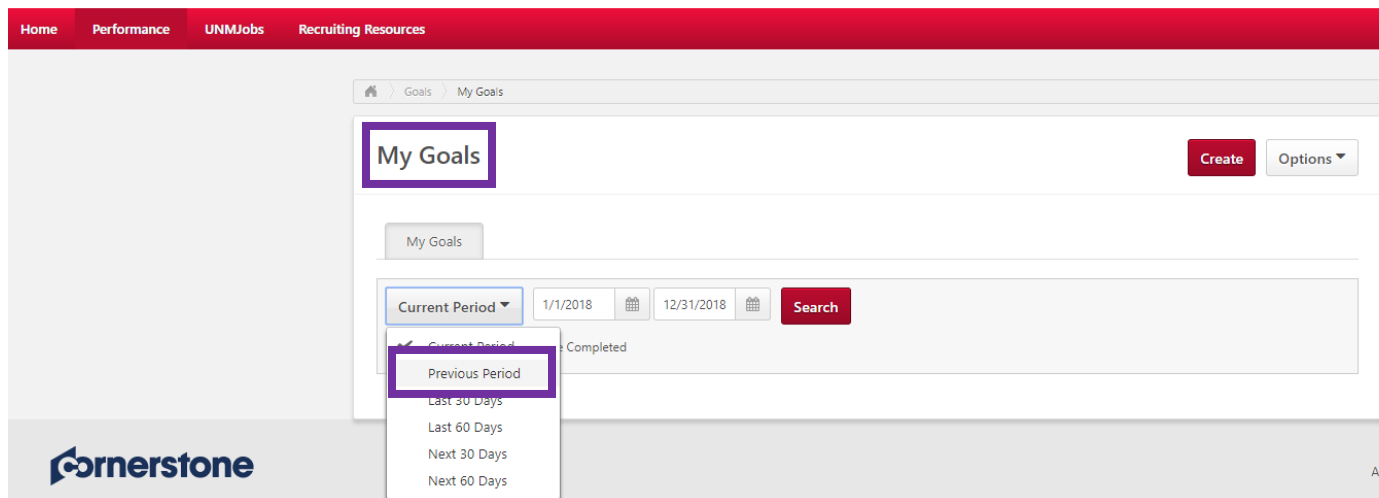
Cancel Save as Draft **Submit**

- ❑ After submitting, you’ll be returned to the My Goals page. To submit additional goals, simply click the ‘**Add Goals**’ button and repeat until all of your 2017 goals are entered into the system.

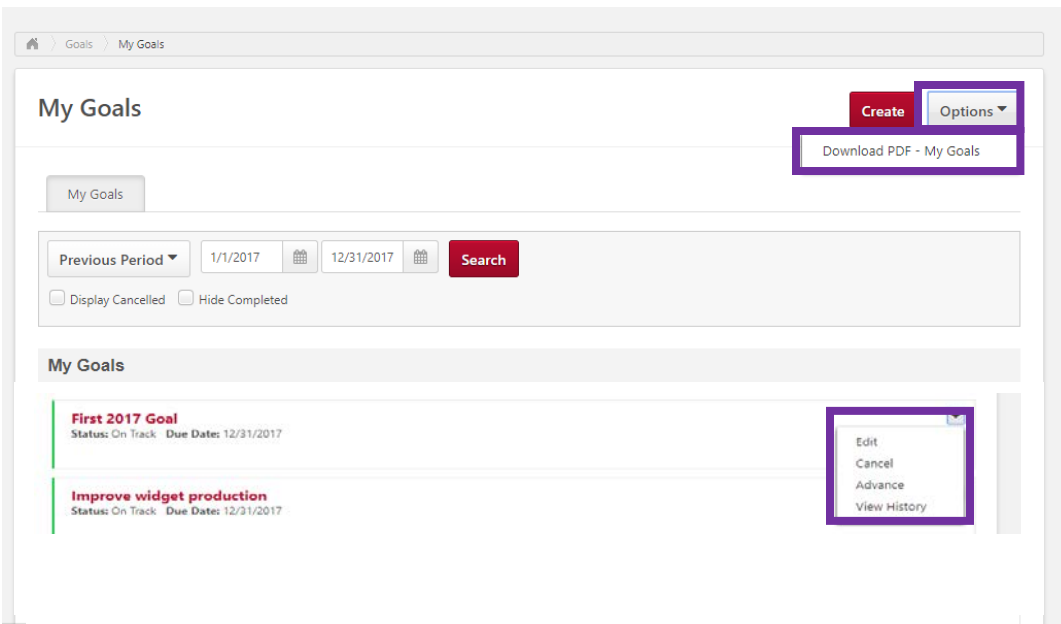
- ❑ You can review and confirm that all of your 2017 goals have been entered and are correct. Do this by hovering over Home, then selecting 'Goals'.



- ❑ 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 drop-down to show those goals.



- ❑ 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'.



- 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 [HRIT Help Desk](#).