



# **2021 Performance Evaluation Training**

**Updating Goals**

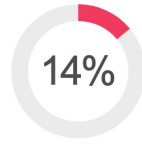


# Updating Goals- Why would I do this?

- 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.

- Overview
- Job Responsibilities E...
- Goal Evaluation
- Self-Evaluation
- Manager Evaluation
- 2021 Goal Planning
- Performance Discussion
- Acknowledgement an...

**Lucy Lobo**  
1/1/2020 - 12/31/2020



## Goal Evaluation

**Employee:** Complete your self-evaluation of each of the goals listed below. You are required to select a dropdown rating for each goal. You can use the comment section to describe how goals were accomplished.

**Manager:** Complete your evaluation of each of Lucy Lobo's goals below. You can also add comments to more fully explain your ratings. If you rated one or more goals Not Successful, you must enter an explanation in the comments area.

If the list of goals below is incomplete or any of the goals require clarification, please choose "save and exit" and edit your goals before proceeding. Instructions for editing goals are available on the PEP website.

**Increase Popcorn Sales**

Status: On Track  
Start Date: 11/9/2020  
Due Date: 12/31/2020  
[more...](#)

Successful

Comments:

**Lucy Lobo** (Self) Rated: Successful Review: 2020 Annual Performance Evaluation Time: 11/9/2020 3:41 PM

Rich text editor toolbar with options: Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font, Size, Link, Unlink, Undo, Redo, Cut, Copy, Paste, Print, Table, Table of Contents.

This goal is no longer applicable.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.

HomePerformanceUNMJobsReportsRecruiting Resources

1. Click on Performance->Goals

GoalsPerformance ReviewsPEP Resources

Click Here to Sign your Offer Letter or Check Applications.

Onboarding TasksNo Pending Actions

Performance Evaluation TasksNo Current Tasks In Progress

Announcements & Resources

Informational Resources:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

UNMJobsRecruiting Resources

GoalsMy Goals

My Goals

My Goals

Current Period1/1/202012/31/2020Search

Display CancelledHide Completed

My Goals

Increase Popcorn SalesStatus: On Track Due Date: 12/31/2020

2. Your Goals will appear.

Home Performance UNMJobs Recruiting Resources

Goals My Goals

### My Goals

Create Options ▾

My Goals

Current Period ▾ 1/1/2020 12/31/2020 Search

☐ Display Cancelled ☐ Hide Completed

2020

#### My Goals

**Increase Popcorn Sales**  
Status: On Track Due Date: 12/31/2020

Edit  
Copy  
Cancel  
View History

Click the dropdown and "Edit".

## Edit Goals

Options ▾

Add your goal using the form below.

All fields marked "\*" are required

Goal Name \*

Increase Popcorn Sales

Goal Description

**B** *I* U ~~S~~ *I*<sub>x</sub>                                                               

**Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

Start Date

11/9/2020



Due Date \*

12/31/2020



Comments

[Add Comment](#)

Enter any relevant  
comments and click  
"Submit".

Cancel

Submit

Home > Goals > My Goals

## My Goals

Create Options

My Goals

Current Period 1/1/2020 12/31/2020 Search

☐ Display Cancelled ☐ Hide Completed

### My Goals

**Increase Popcorn Sales**  
Status: On Track Due Date: 12/31/2020

Edit

Copy

Cancel

View History

In some cases it might make more sense to cancel a goal. To do this- click the dropdown and choose "Cancel".

GoalsMy Goals

My Goals

Create

Options

My Goals

Current Period

1/1/202012/31/2020

Search

☒ Display Cancelled

☐ Hide Completed

My Goals

Increase Popcorn Sales

Status: Cancelled Due Date: 12/31/2020

Goal Description:

Start Date: 11/9/2020

Comments

Add Comment

Close

The cancelled goal will still appear on your PEP, but you will not be required to rate it.



## Contact:

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Web: [unmjobs.unm.edu](http://unmjobs.unm.edu)