2020 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.
This goal is no longer applicable.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. Your Goals will appear.
Click the dropdown and “Edit”.
Enter any relevant comments and click "Submit".
In some cases it might make more sense to cancel a goal. To do this- click the dropdown and choose “Cancel”.
The cancelled goal will still appear on your PEP, but you will not be required to rate it.
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