ePerformance – Entering your Goals for Employees

Goal Setting Document

1. Go to My Current Documents in the Quick Links – Self Service menu.

2. In the Current Performance Documents page, select Annual Review.
3. Click **Start** (or **Edit** if document is already “In Progress”) to open.

4. Enter Job and Performance Goals and Professional Growth and Development Goals.

   Use “Collapse All” for a more condensed view. You will only need to enter goals in the **Job and Performance Goals** and **Professional Growth and Development Goals** sections. The Organizational Goals and Core Competencies require no action. You may want to review the information in these sections as they will be included in your Annual Review.
5. Click + to add a Job and Performance Goal.

6. In the goal fields, enter the fields that are applicable. When finished, click **Update**.

Do not use the Stretch Goal function.
7. Continue to add goals by clicking + until all Job and Performance goals have been entered.

8. Click + to add a Professional Growth and Development goal.
9. In the goal fields, enter the fields that are applicable. When finished, click **Update**.

10. Continue to add goals by clicking **Add** until all Professional Growth & Development goals have been entered.
11. Once you have entered your goals, click Save.

12. When finished, click to notify your manager that the document is ready for review.

Very Important

When you finish updating your document, you must click Save at the top or bottom of the document. Closing your browser or navigating to another page in PeopleSoft without saving will result in the loss of your last edits. Also, ensure that you and your manager do not update the document at the same time. If this happens, you will get an error message and will not be able to save your changes.