5 Things You Need to Know About Managing Goals in eAppraisal

My Employees

2. Displaying Goals
Goals can be **searched, sorted or filtered** so that only the goals for the current review period are displayed.

1. Entering Goals
Goals can be entered in the Create a New Goal by the employee or the supervisor.

3. Printing Goals
Goals can be printed, or exported into an excel spreadsheet, sorted and printed by going to the "My Employees (Classic)" view. Go to the Main Menu and select "My Employees (Classic)".

Goal Details

4. Recurring Goals
Goals that repeat each year can be managed by copying the goal and renaming it to tie it to the appropriate information. See the example.

5. Closing Goals
Goals that have been completed or are no longer appropriate can be closed by entering a Completion Date, change the Status, or Comments can be added including the status (i.e. Completed, Cancelled, Postponed, etc.)