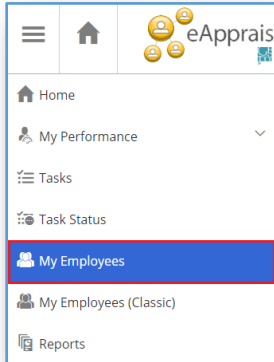


# Guide to Managing Goals in eAppraisal (New)

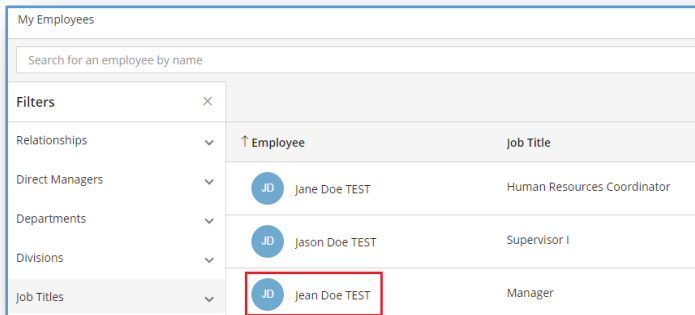
The Goals section now has a new and enhanced view. You may still use the classic view by selecting My Employees (Classic). In both views, they allow you to quickly view goals, add new goals, review and update the status of each goal. The following is the new version.

## Viewing Goals

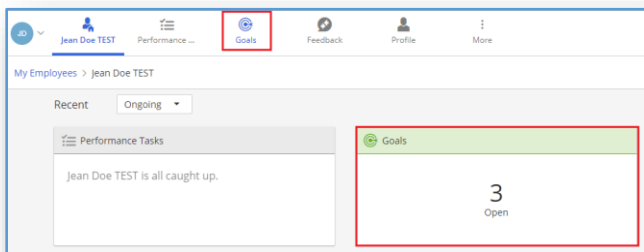
To locate the Goals page for each employee, Click the **Main Menu** drop down and select **My Employees**.



Click on the name of the employee.

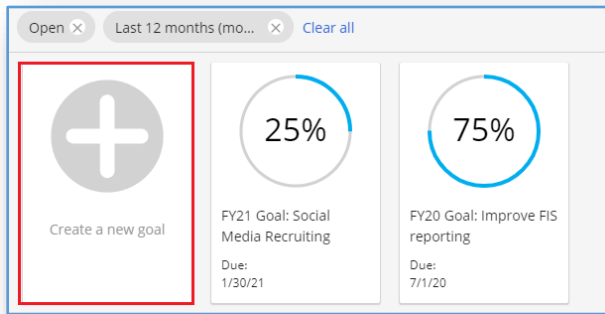


To access the goals, you may click on the **Goals tab** or the **Goals tile**.

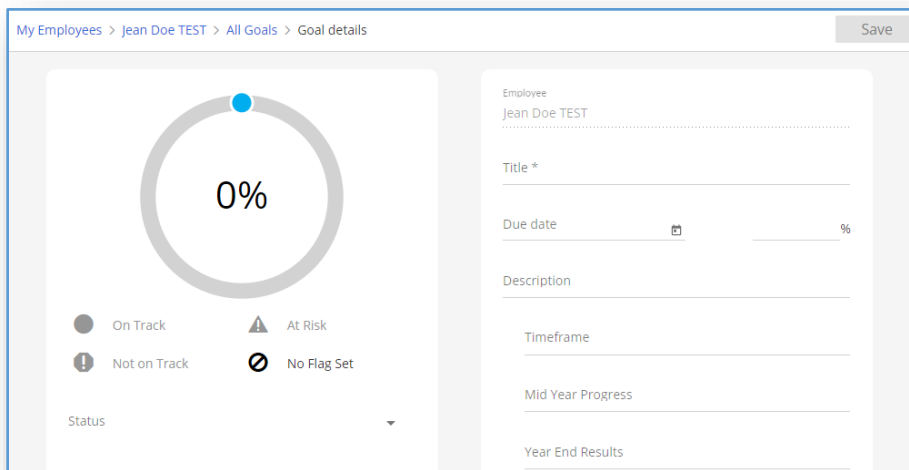


## Adding New Goals

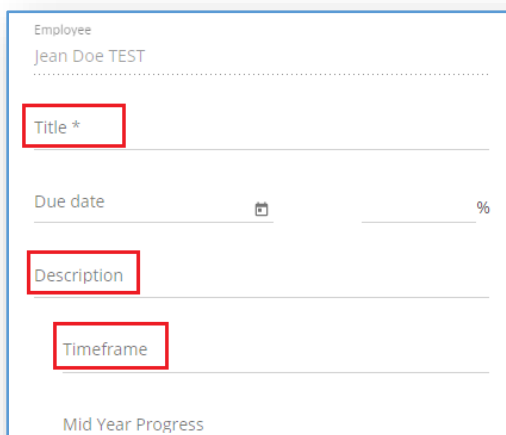
To add new goals, click the **Create a New Goal** tile.



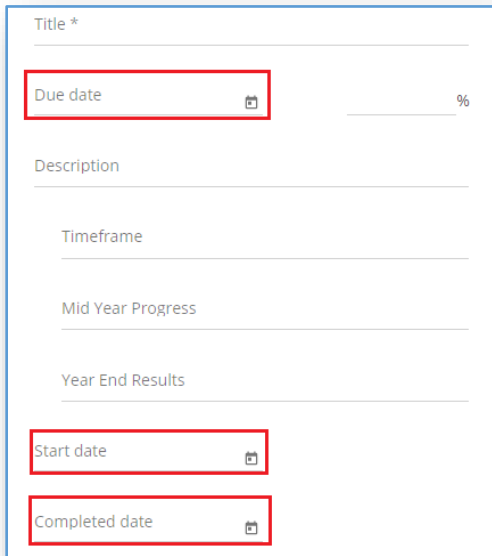
Proceed with completing the **Goal Details**.



Goals should include a **Title**, **Description**, and **Timeframe** to complete the goal.

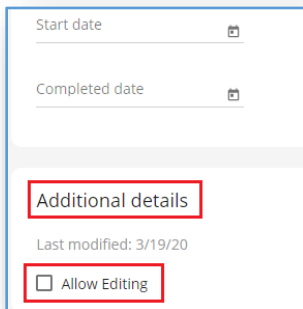


Optionally, a **Start Date**, **Due Date**, and **Completed Date** can be set by clicking on the calendar icon and selecting the appropriate date(s).



A screenshot of a form for setting appraisal dates. The form includes a 'Title \*' field at the top. Below it is a 'Due date' field with a calendar icon and a percentage sign to its right. Further down are 'Description', 'Timeframe', 'Mid Year Progress', and 'Year End Results' sections, each with a horizontal line for input. At the bottom, there are 'Start date' and 'Completed date' fields, both with calendar icons. Red boxes highlight the 'Due date', 'Start date', and 'Completed date' fields.

The supervisor can grant an employee editing rights by checking the **Allow Editing** which is now located under **Additional Details**. This will allow an employee to edit the **Mid-Year Progress** and **Year End Results** throughout the appraisal year.

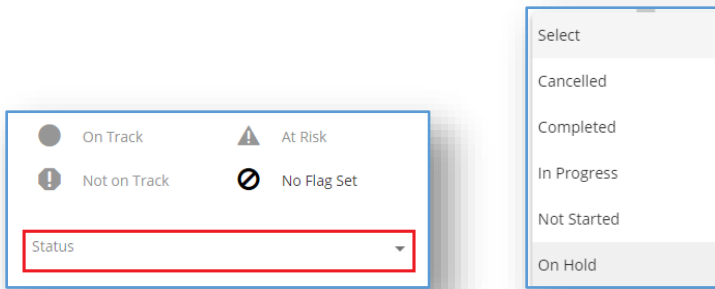


A screenshot of the 'Additional details' section of the appraisal form. It shows 'Start date' and 'Completed date' fields with calendar icons. Below these is the 'Additional details' section header, followed by 'Last modified: 3/19/20'. At the bottom, there is a checkbox labeled 'Allow Editing'. Red boxes highlight the 'Additional details' header and the 'Allow Editing' checkbox.

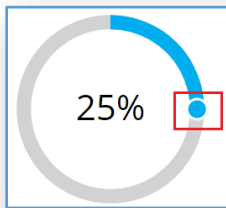
## Updating Goals

There are several ways to update a goal's status.

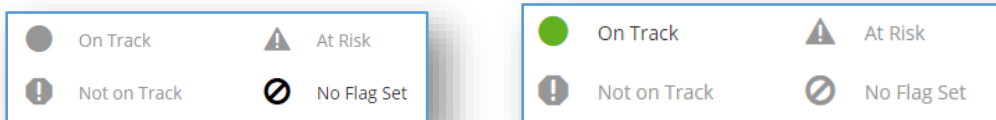
1. **Status:** Click Status and make a selection.



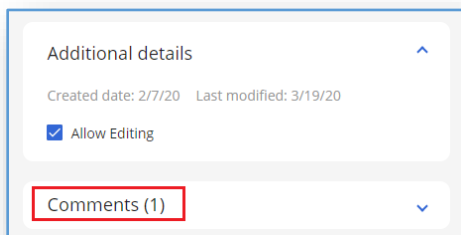
2. **Percent Completed:** Drag the blue dot clockwise to indicate percentage completed.



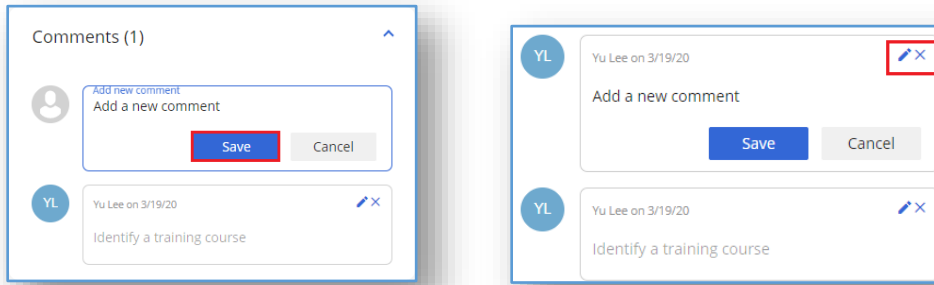
3. **Progress Flag:** Once a flag has been selected, the progress will be highlighted.



When updating goals, the employee and/or supervisor may use the **Comments** feature to add any comments regarding the goal. Select **Comments**.



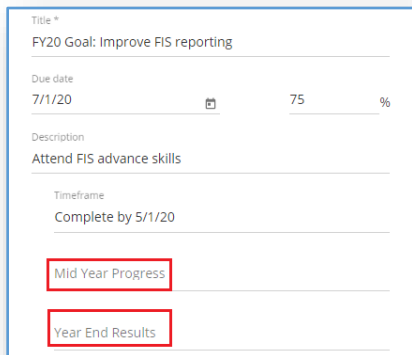
Enter the comments and then click **Save**. You may also edit or delete the comments.



**Tip:** Only the author of a comment(s) can edit and/or delete his/her own notes.

### *Adding Mid-Year Progress and Year End Results*

During the Mid-Year Check-In and Annual Appraisal processes, the supervisor will update goals by adding comments in the **Mid-Year Progress** and **Year End Results** sections. If the supervisor checked the **Allow Editing** box, the employee will be able to add comments in the **Mid-Year Progress** and **Year End Results** sections.



Once the mid-year progress or year-end results have been added, click **Save**.

