Below are the actions you can take in the Goals Section dependent on what step you are on,

	Step Name	Employee Access	Manager Access
1	Employee Goal Planning	Add, Edit, Delete Goals	Add, Edit, Delete Goals
2	Manager Review of Goals	View Only	Add, Edit, Delete Goals
3	Employee Completes Self-Assessment	Add, Edit, Delete Goals	Add, Edit, Delete Goals
4	Manager Review of Self-Assessment	Locked	Rate, Add, Edit, Delete Goals, Add, Edit, Delete Comments/Journal Entry/File
5	Manager Meet and Review	Locked	Rate, Add, Edit, Delete Goals, Add, Edit, Delete Comments/Journal Entry/File

I.   System Defaulted Goal

In the Goals section, you will see a defaulted goal. This goal cannot be erased and may only be edited.

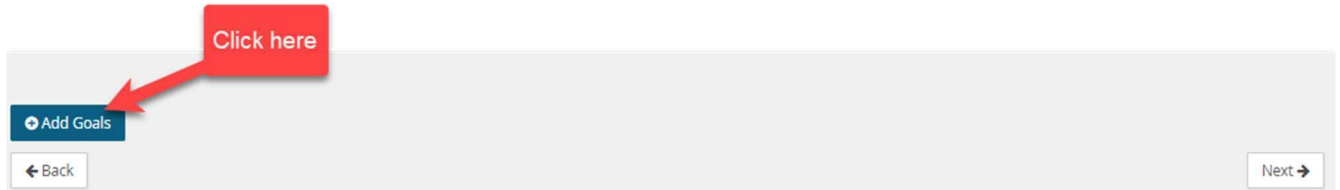II.   How to Add Goals

In the "Employee Goal Planning", "Manager Review of Goals", and "Employee Completes Self- Assessment" steps, in both the Goals and Next Year's Goals tabs.

1. Scroll down the Goal Section page and select +**Add Goals**

2. Then select New Goals to create new. If you participated in last year's performance review, you would be able to select Goals from previous review.   (NSU Careers does not contain previous review information from SharkTalent)
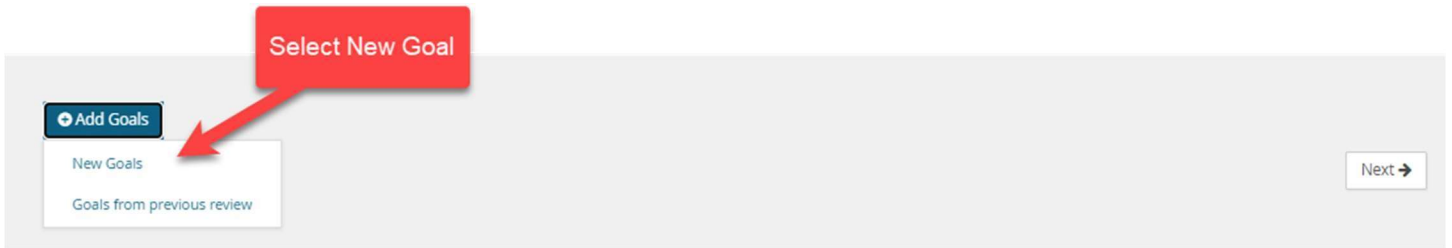
3. Goal box will open. Fill in all necessary information (Title, Measure, Attachment) and click submit.
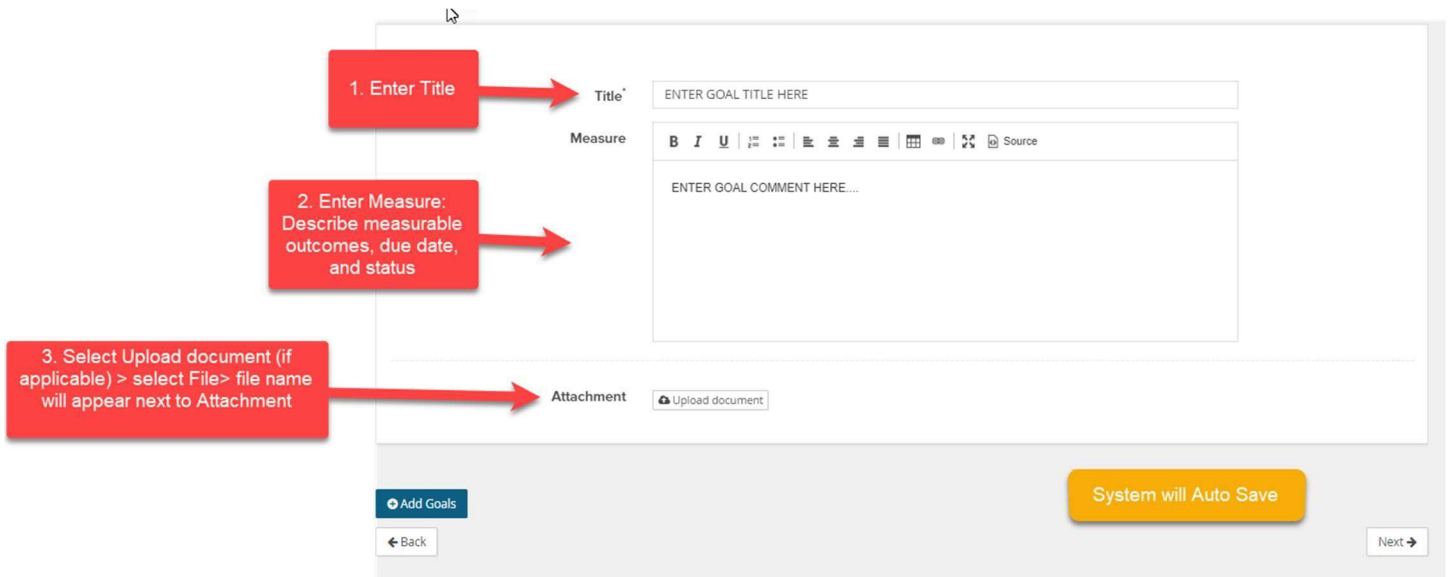
4. Goal information will appear with any attachments (if applicable). Edits can be made until the review is sent to the next step.

III.   How to Import a Previous Year's Goal

In the "Employee Goal Planning" and "Employee Completes Self- Assessment" steps, in both the Goals and Next Year's Goals tabs.

1. Scroll down the Goals section
2. Click on the **+Add Goals** button
3. Select Goals from previous review

4. The *previous review* sections will appear, you can select last year's goal section or the Next Year's Goals section in which goals were created for the current review.
5. Click on the section name.

6. Items from the section will appear, click on the goal you would like to import.
7. Click **+Add Goals**

8. Goal will then show under your goals section in current review. You can make any necessary updates at this point.
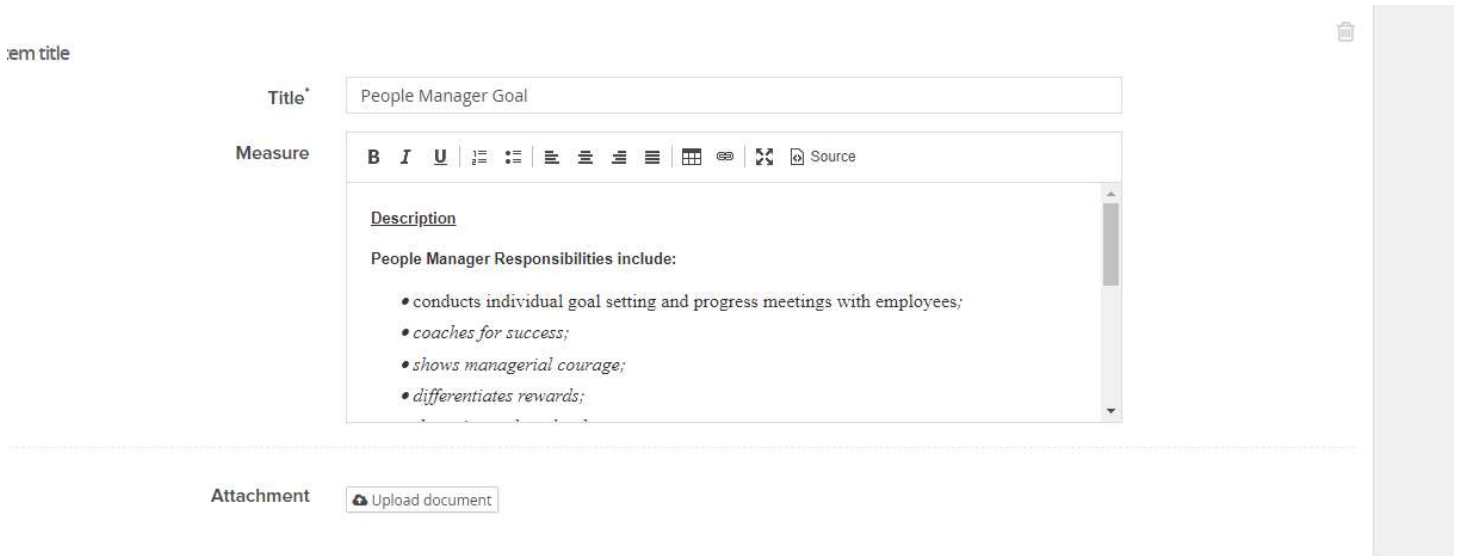
9. System will save automatically.

IV. How to Edit a Goal

In the "Manager Review of Self- Assessment" and "Manager Meet and Review" steps

1. **To edit a goal:** click on the pencil icon on the upper right-hand corner to make edits
2. Make necessary Edits

3. Click Submit

4. **To delete a goal:** click on the pencil icon on the upper right- hand corner
5. Click on the trash bin icon

6. Your edit will save automatically. The timestamp of the last time the page was saved will show on the upper right- hand corner.