

# Creating Performance Goals

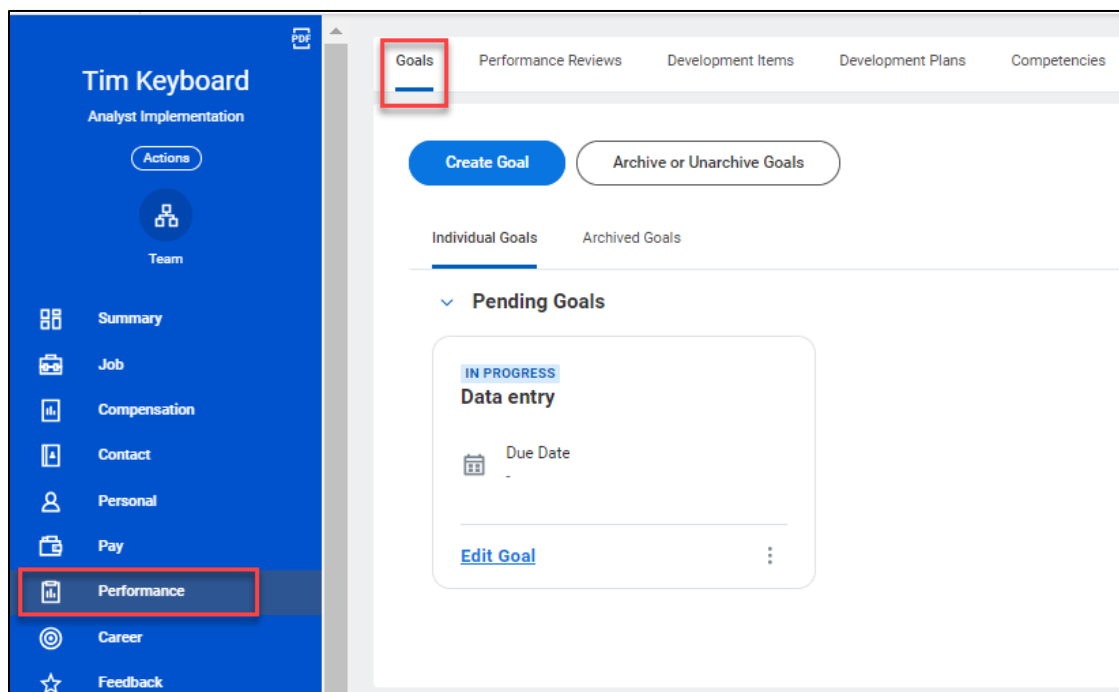
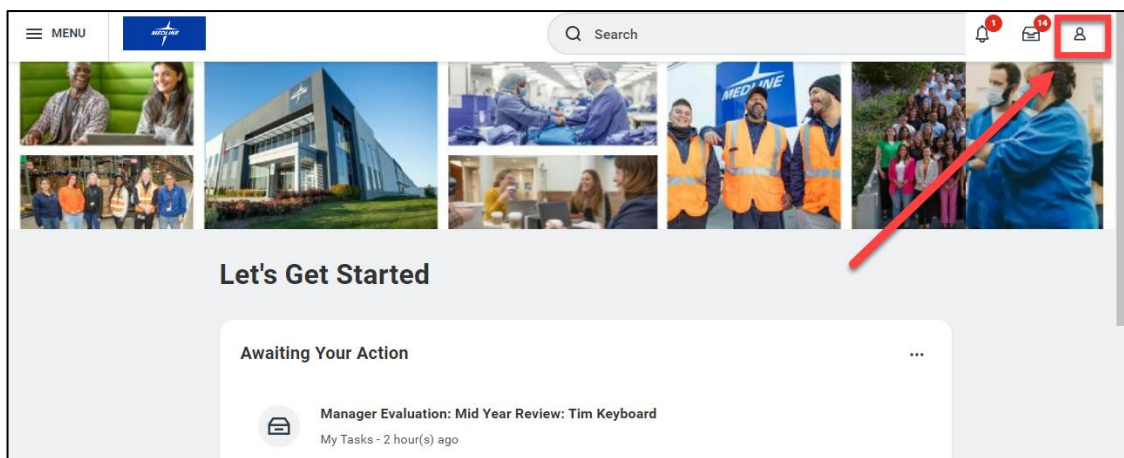
## Employees



### Creating and Viewing Performance Goals

Employees can add performance goals at any time. Goals may also be added by a manager or by the organization.

1. On your profile page, navigate to the **Performance** section on the left and select **Goals** to **Create**, **Edit**, or **View** your performance goals. Completed goals will appear under the **Archived Goals** section.



2. To add a goal, click **Create Goal**. A box will appear on the right.

The screenshot shows the 'Create Goal' modal in the Tim Keyboard system. The modal is titled 'Create Goal' and has a close button (X) in the top right corner. It contains a user profile for 'Tim Keyboard' and a list of recommended steps for creating goals: 1. Make your goals SMART: specific, measurable, attainable, relevant, and timely. 2. Clarify your goals with your manager and be open to feedback. 3. Check-in regularly with your manager. Below the steps, there is a note about creating, reviewing, and editing goals. The modal is divided into two tabs: 'Goal Details' and 'Additional Details'. The 'Goal Details' tab is active and contains a 'Goal' field with a rich text editor, a 'Description' field with a rich text editor, a 'Status' dropdown menu, and a 'Due Date' field with a calendar icon. At the bottom of the modal are three buttons: 'Cancel', 'Save for Later', and 'Submit'.

3. Review the instructional text at the top and enter information as applicable. Click **Submit**. Your goal will be available in your Goals section to edit as needed.

The screenshot shows the 'Goals' section in the Tim Keyboard system. A notification banner at the top right says 'You have submitted' with a 'View Details' link. The 'Goals' section has tabs for 'Individual Goals' and 'Archived Goals'. Under 'Individual Goals', there is a 'Pending Goals' section. It contains two goal cards. The first card is titled 'Answer emails for project.' and has a due date of '05/31/2024'. The second card is titled 'Data entry' and has a due date of '-'. Both cards have an 'Edit Goal' link and a three-dot menu icon. The first card is highlighted with a red border.

4. Goals can be viewed and modified by your manager and may be used in your mid-year and annual performance reviews.