Creating Performance Goals
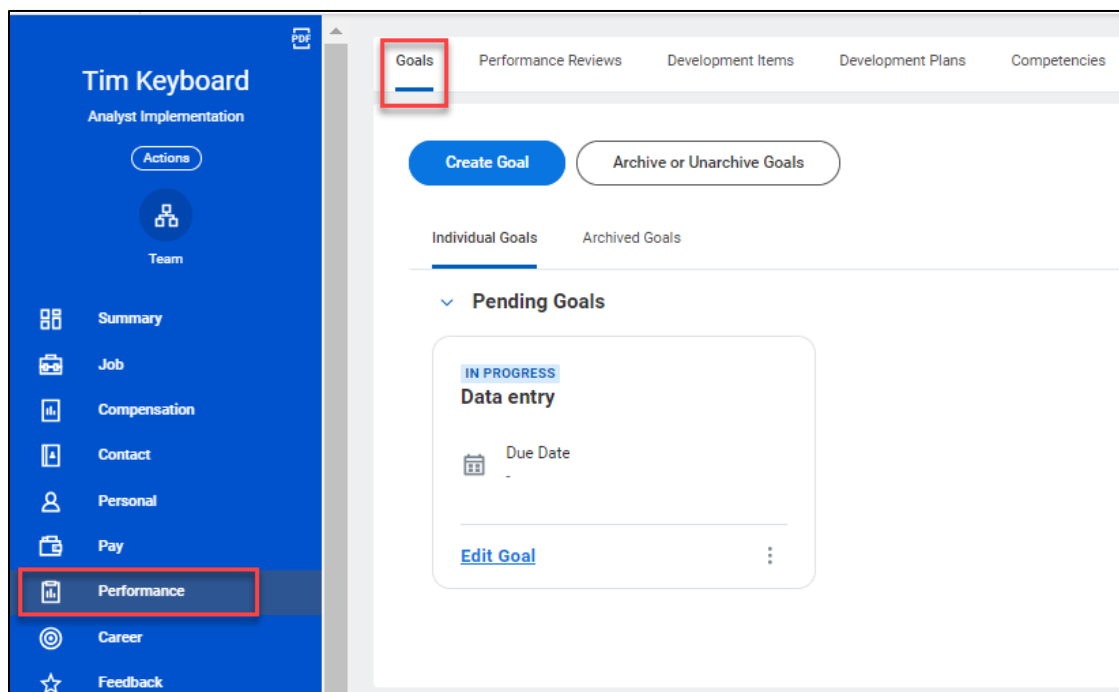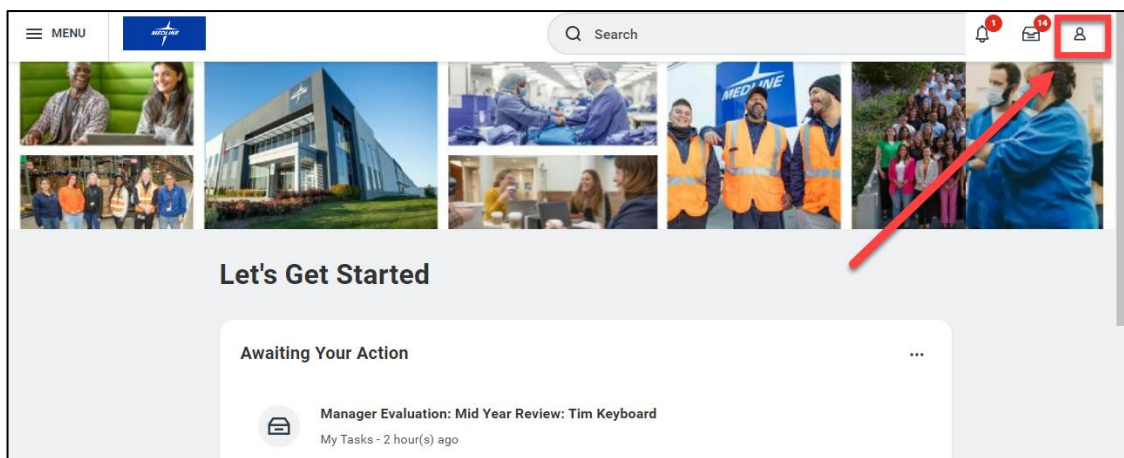## Employees

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.

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.

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