

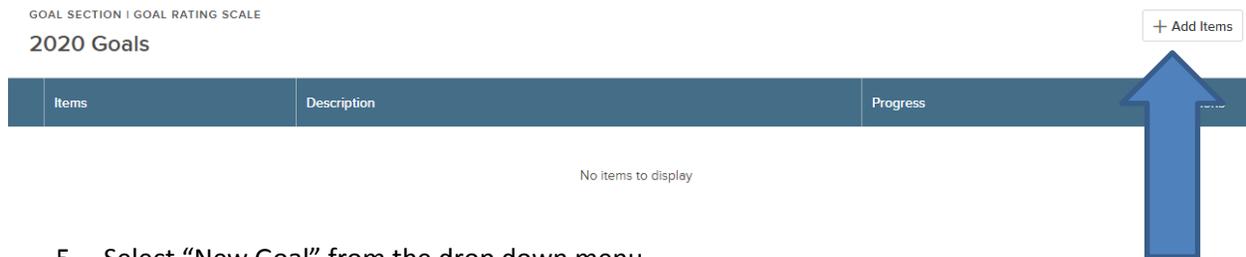
Employee Instructions for Adding Goals to a Performance Evaluation

Adding goals is the responsibility of the employee

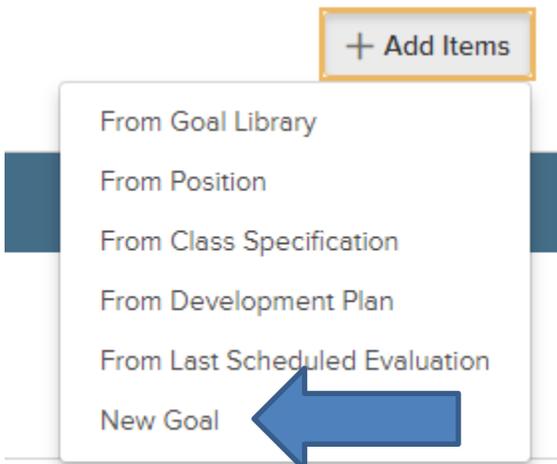
1. Log into [NeoGov Perform \(PE\)](#).
2. Click on the name of the evaluation for which you are adding goals under “My Evaluations” on your dashboard.



3. After you click on the evaluation name, the evaluation will open and you will see the “Goals” section.
4. To add a new goal, click the “+ Add Items” button.



5. Select “New Goal” from the drop down menu.



6. Enter the following information in the “Add Goal” box:
 - Goal Name
 - Description – Add SMART goal information
 - If you have this information in a Word document, you can cut and paste the information into the description box.
 - Select a category
 - Click “Save”

The screenshot shows the 'Add Goal' form. At the top left is the title 'Add Goal' with a small icon. At the top right are 'Cancel' and 'Save' buttons. Below the title is a message: '* Fields are required.' The form contains the following fields:

- Goal Name ***: A text input field.
- Goal Due Date**: A date picker with the text 'select date (MM/DD/YYYY)'.
- Category ***: A dropdown menu with the text 'Select one'.
- Description**: A large text area for entering the goal details.

A blue arrow points upwards from the right side of the form towards the 'Save' button.

7. Once you click save, the system will save the goal and you will be directed back to the goals section of the evaluation. You should see the goal you entered.

The screenshot shows the '2020 Goals' section. At the top left is the text 'GOAL SECTION | GOAL RATING SCALE'. At the top right is a '+ Add Items' button. Below this is a table with the following structure:

Items	Description	Progress	Actions
Test Goal		0%	

8. Once all of your goals are entered, contact your direct supervisor and advise them you have completed the process of entering your goals. Your supervisor will review the goals for accuracy, communicate if changes need to be made, and activate the evaluation. You will not be able to modify or change your goals once the evaluation is activated.