# Add/Edit/Delete Goals - Employee

Both employees and managers can add goals. Employees are only able to edit and delete goals that they created.

Follow institution and manager recommendations for using this tool as part of the performance management process.

Add Goals

1. Click **Add Goal** hyperlink on the Goals tab.

2. Select the **radio button** for the goal entry method
   a. ***Add your own Goal*** – Free-form entry
   b. ***Copy Goal from My Documents*** – Select a goal from one of your personal evaluations

3. Click **Next**.
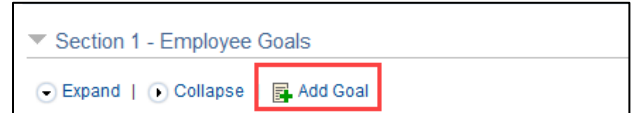
Add Your Own Goal

1. Enter a **Title** for the goal.
   NOTE: Do not enter year or specific dates in the title.

2. Enter the goal details in the **Description** box.
   WARNING: Copying and pasting from another document may cause issues with punctuation.
   - Formatting tools are available at the top of the Description box.
   - Spell Check is available using the book and check icon just to the right of Description.

3. Click **Add**.

Copy Goal from My Documents

WARNING: When copying a goal, the description is editable but not the title.

1. Click the **Select** button for the evaluation from which you wish to copy goals.

2. Place a **checkmark** in the box next to the goal to copy.
   NOTE: To see the content of the goal, click the goal name hyperlink.

3. Click **Copy**.

Edit Goals

1. Click the **pencil icon**, next to the goal.

2. Make changes.

3. Click **Update**.
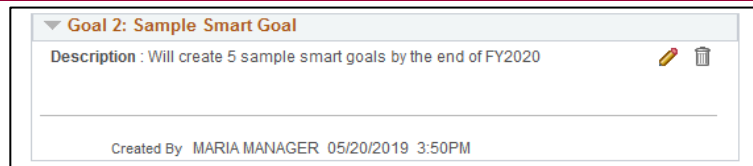
Delete Goals

1. Click the **trashcan icon**, next to the goal.

2. Click **Yes-Delete**.