# Add/Edit/Delete Goals - Manager

Both employees and managers can add goals. Employee written goals can be updated or deleted by the manager or employee, and manager written goals can only be updated or deleted by the manager.

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

Add Goal

1. Click the **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, for the same evaluation period
    c. *Copy Goal from My Team's Documents* – Select a goal from any current or historical documents of an employee on your team

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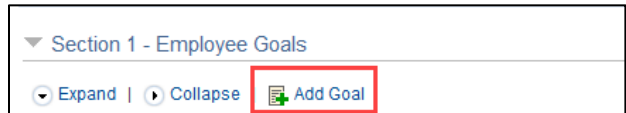
Add Your Own Goal

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

1. 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.

2. Click **Copy**.

Copy Goal from My Team's Documents

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

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**.

Copy to Other Documents

Once a goal has been created, it can be copied to other employee's performance documents.

1. Click the **Copy to Other Documents** icon (paper icon in goal description).
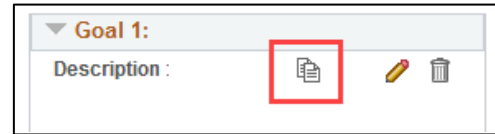
2. Place a **checkmark** in the box of the employee(s) that should have the goal copied.
   WARNING: If the same goal title already exists on the selected employee's document, a check will appear in the *Item Already Exists* column. Copying the goal will overwrite the existing goal.

3. Click **Continue**.

4. Verify the correct employees are listed, click **Save**.

5. Click **OK**.

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**.