

PERFORMANCE GOALS

Editing and Updating Performance
Goals from the Performance
Appraisal Form

Performance Goals

Editing Goal Details from Appraisal Form

Click on "Edit" at the end of the goal name to display the goal details box.

1

The screenshot shows a web interface for editing performance goals. On the left, a goal is listed under the category 'Service Excellence'. The goal text is 'Increase % of projects completed on time to from 70% to 90 %'. At the end of this text is a red circle containing the word 'Edit'. Below the goal text is a 'Rating' section with five empty circles and the text 'unrated'. Below that is an 'Alex's Comment' section with the text 'Comments not provided'. On the right, a 'Goal Details' box is open, showing a 'Completed' status in a blue button. The details include: Goal Name (Increase % of projects completed on time to from 70% to 90 %), Measurement (CPP Project Database, monthly measure), Weight-HCPC Only (-999999.0), Percent Complete (100.0), Start (09/01/2013), Due (08/31/2014), and Status (Completed).

Update goal details as needed.

2

The screenshot shows a browser window titled 'Add Goal - Google Chrome' with the URL 'https://performancemanager4.successfactors.com/tgmEdit?t=3&u=bbbb&editCom...'. The form is titled 'Add Goal' and contains the following fields: 'Category' (Service Excellence), 'Goal Name' (Increase % of projects completed on time to from 70% to 90 %), 'Measurement' (CPP Project Database, monthly measure), 'Weight-HCPC Only' (0.0%), 'Percent Complete' (0.0%), 'Start' (09/01/2013), 'Due' (08/31/2014), 'Status' (Not Started), and 'Milestone' (Add Tasks). There is also a 'Comments, Results, Accomplishments or Feedback' section. At the bottom of the form are buttons for 'Back', 'Save Changes', and 'Cancel'.

Click on "Save Changes"

3

Postponed and/or Cancelled Goals

If a goal on your goal plan is no longer relevant, you can update the **GOAL STATUS** to indicate that the goal was cancelled or postponed.

NOTE: Only managers can delete an employee's goal.

Goal Details

Add Goal - Google Chrome
https://performancemanager4.successfactors.com/tgmEdit?t=3&u=bbbb&editCom

Add Goal

Edit your goal below.

Fields marked with * are required.

Category : Service Excellence

* Goal Name:

* Measurement:

Weight-HCPC Only: 0.0%

Percent Complete: 0.0%

* Start: 09/01/2013

* Due: 08/31/2014

Status: Not Started

Milestone: Add Tasks

Comments, Results, Accomplishments or Feedback:

Back Save Changes Cancel

Goal Status Options

Not Started

Behind/At Risk

On Track

Completed

Postponed

Cancelled