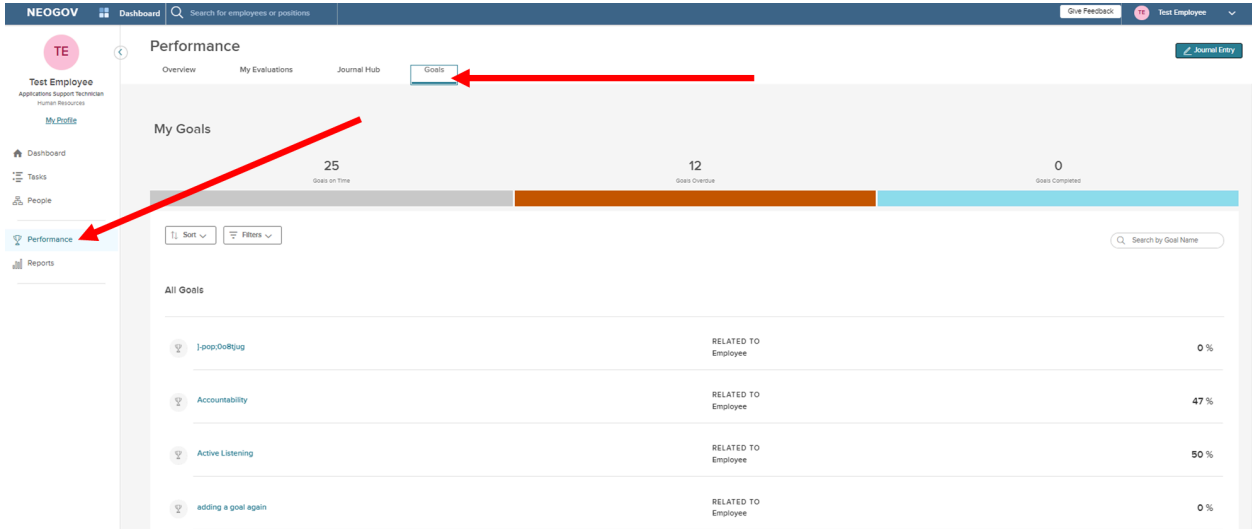# Goal Management for Employees

1. View and manage your goals throughout the year by clicking on Performance then Goals.

2. This tab shows you all of your current goals by default, but you can click on the colored bands to filter by Goals on Time, Goals Overdue, and Goals completed. There are also sort and filter options available if needed. To view goal details, add comments, and update progress, click on the goal name.
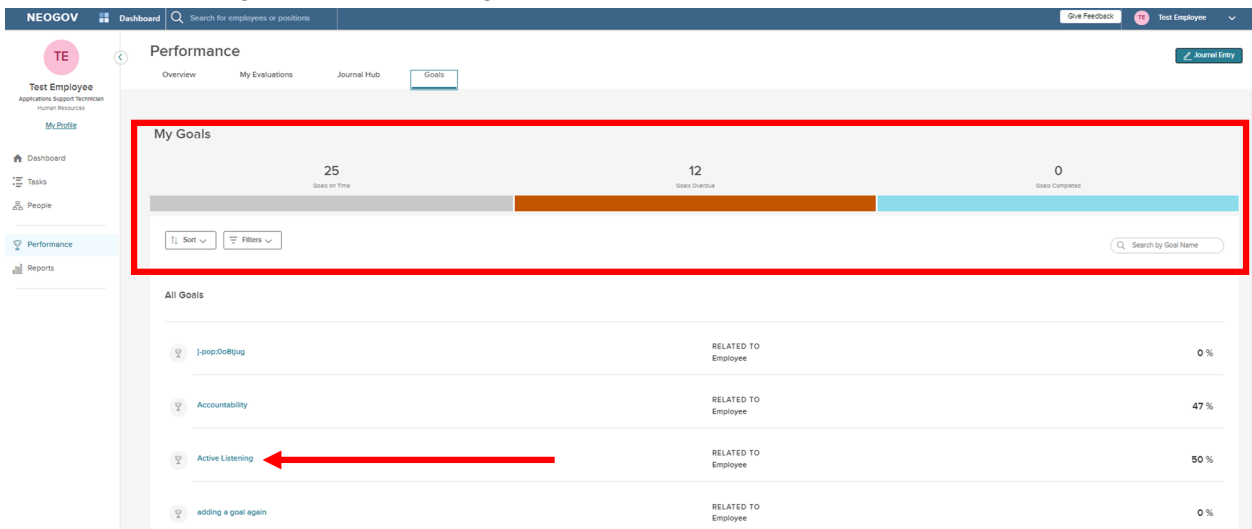
3. If you are wanting to edit the goal or view the details of the goal, click the Edit Goal button in the upper right corner. Click on General to view the details of the goal - this section will be read-only, so if something needs to be changed, contact your supervisor.
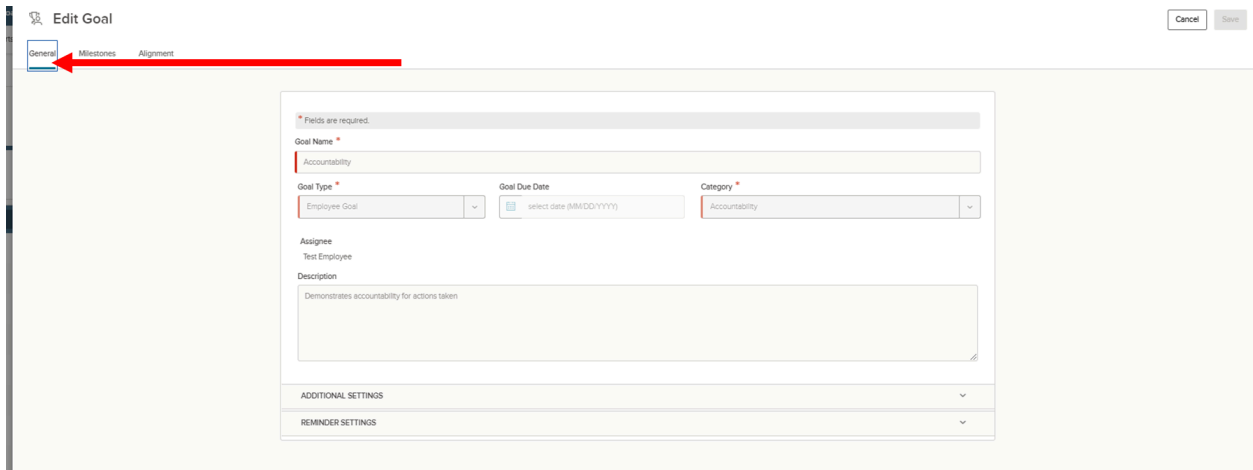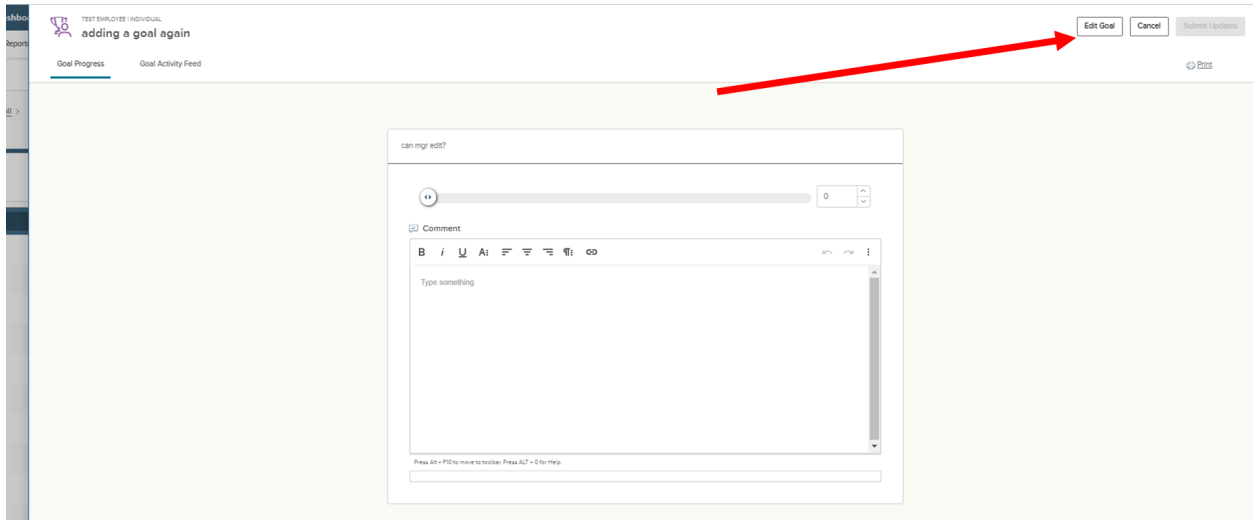
4. You can add milestones (smaller deadlines to help you achieve the goal) if they are relevant or helpful. If you have milestones added to your goal, you can mark them as complete when updating goal progress.

5. Goal Alignment will only be relevant if your Department Head has created goals to have employee goals aligned with, so you may not have any parent goals available. Click Save if you have made any changes to your goal.

6. If you have no edits to make, you can just click on the goal to make updates to your progress and add any notes. If there are milestones, check the applicable radio button at the bottom of the page. Depending on the milestone setup, the progress bar may automatically adjust to a pre-specified weight. If this is the case, you cannot manually move the progress bar. If the bar does not adjust automatically, manually adjust the bar based on your current completion by sliding the bar or using the arrows next to the completion percentage. Add any comments and click Submit Updates in the upper right corner to save your changes.

7. Click on Dashboard to return back to your NEOGOV home screen.