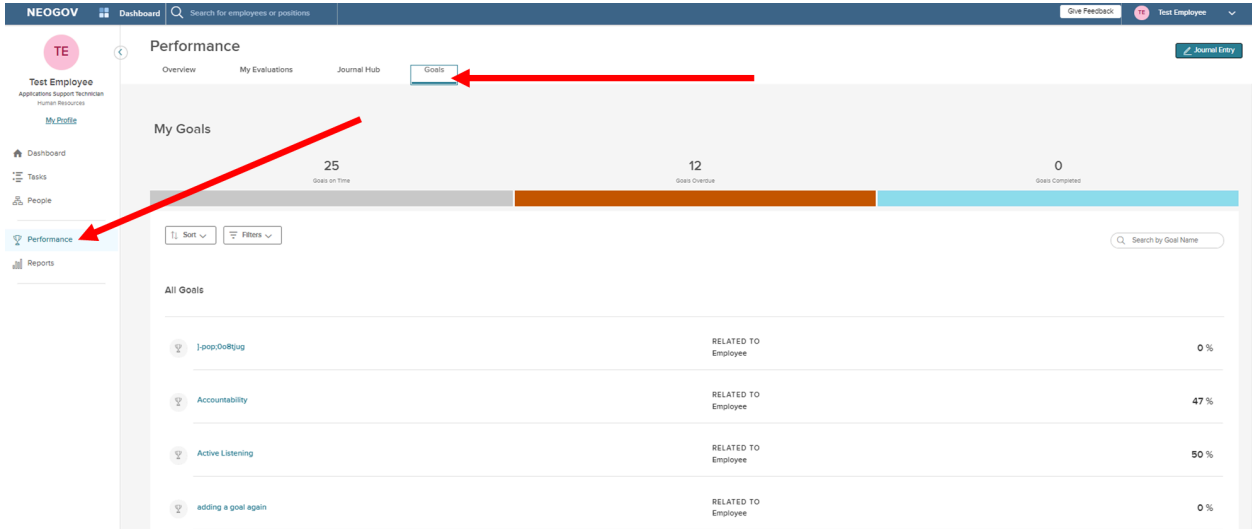
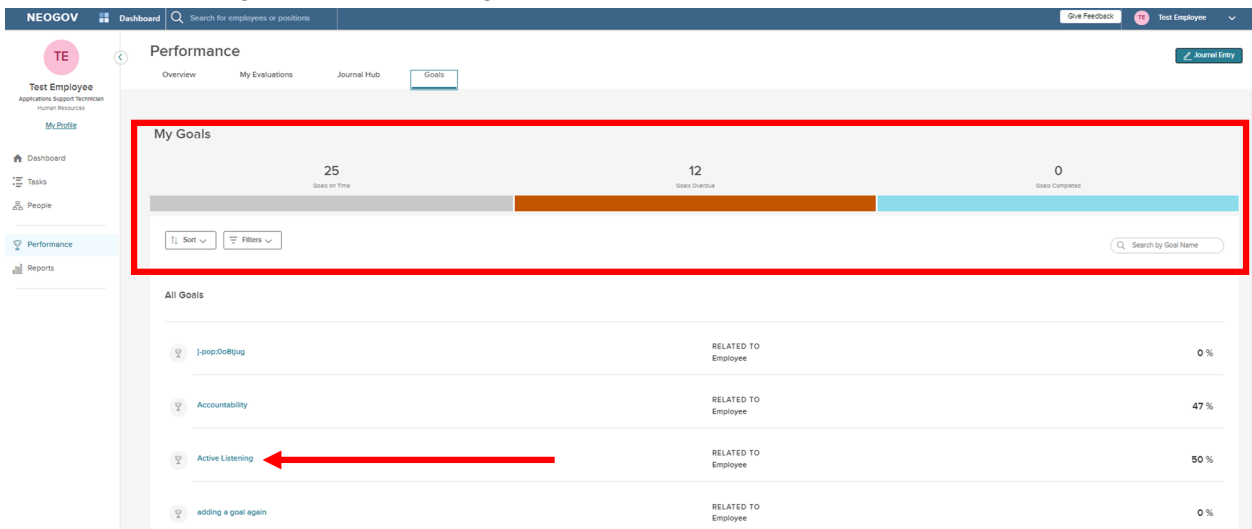


Goal Management for Employees

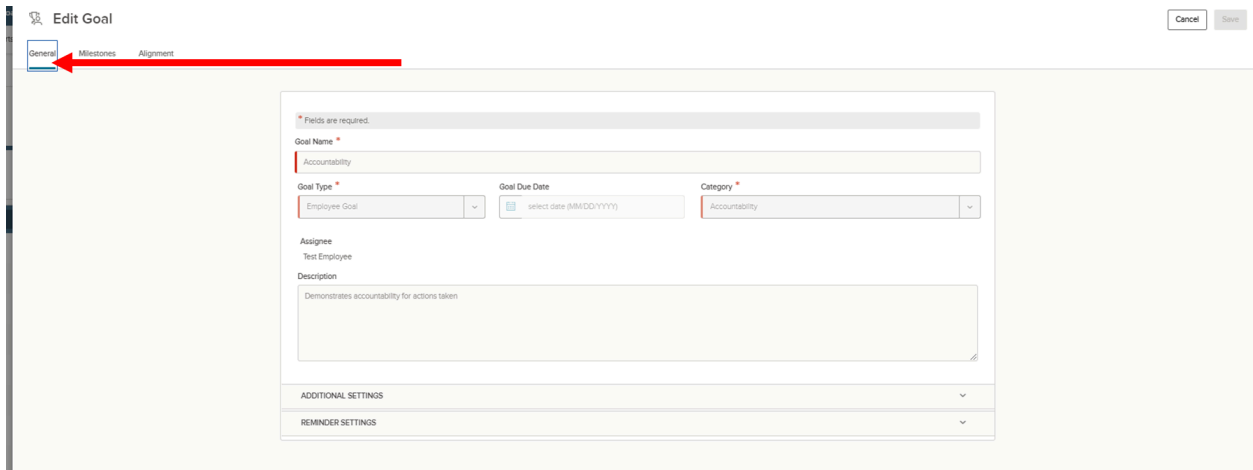
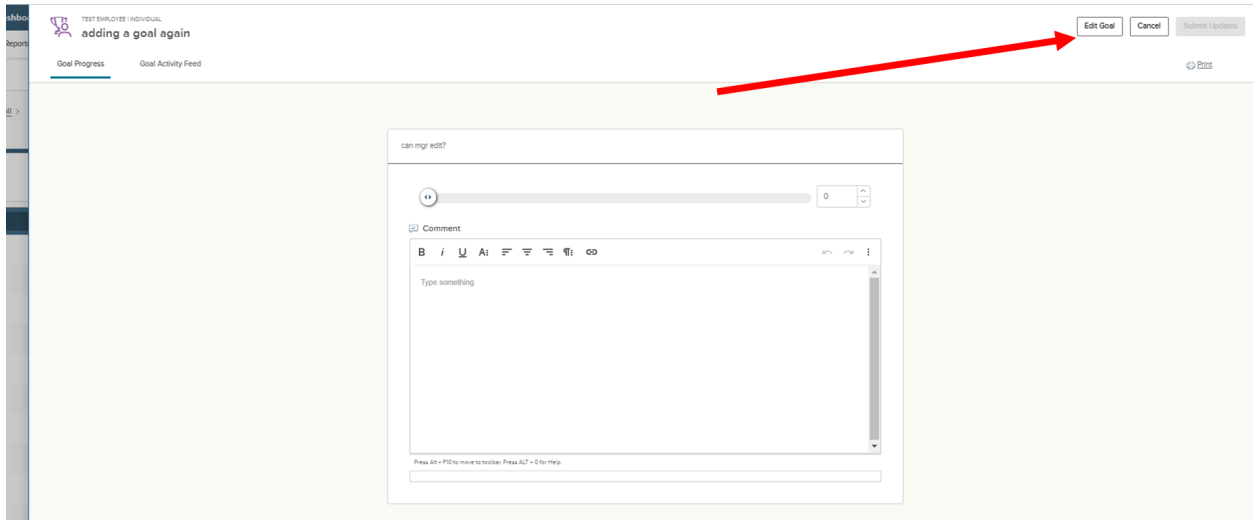
1. View and manage your goals throughout the year by clicking on Performance then Goals.



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.

Edit Goal Cancel Save

General Milestones Alignment

Use weights

04: 04 21 2023
Milestone 1

Fields are required.

Name *
Milestone 2

Due Date
select date (MM/DD/YYYY)

Use Overdue/Reminder Settings:
 Yes No

Cancel Save

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.

Edit Goal Cancel Save

General Milestones Alignment

Alignment to Parent Goals

Select Parent 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.

TEST SUBJECT: COMMUNICATION
Active Listening

Edit Goal Cancel Submit Updates

Demonstrate active listening skills in interactions with peers and the public by giving the speaker your undivided attention, using verbal and non-verbal cues to demonstrate your engagement in the conversation and providing feedback as appropriate.

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Comment

Add notes on progress

Press Alt + F10 to move to toolbar. Press Alt + C to Post.

Milestones

Due Date	Weight	Status
DUE: 08/20/2023	WEIGHT: 50%	COMPLETED
Milestone 1 Completed On: 01/09/2023		
DUE: 08/22/2023	WEIGHT: 25%	COMPLETED
Milestone 2		
DUE: 08/25/2023	WEIGHT: 25%	INCOMPLETE
Milestone 3		

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

NEOGOV Dashboard

Employees Library Reports

Goal Dashboard

My Goal Tasks view all

Goal Name	Progress	Due Date	Actions
37 Total Goals	25 Goals On Time	12 Goals Overdue	0 Goals Completed
j.pap00@tug	0%		
Accountability	47%		
Active Listening	50%		
adding a goal again	0%		