Goal Setting Job Aid- Simplified Form

For Employees

Welcome to the Grow and Perform at Stanford performance program!

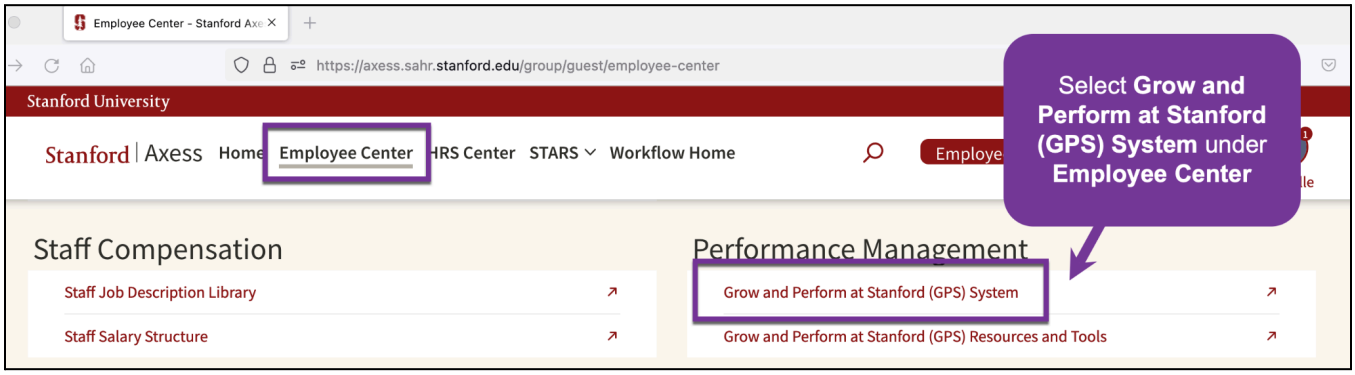
The purpose of this goal setting job aid is to assist you through the goal setting process step-by-step. All steps for you to complete will be purple, and all notes will be highlighted in teal.

In this job aid you will learn how to :

- Add a Goal
- Edit a Goal
- Delete a Goal

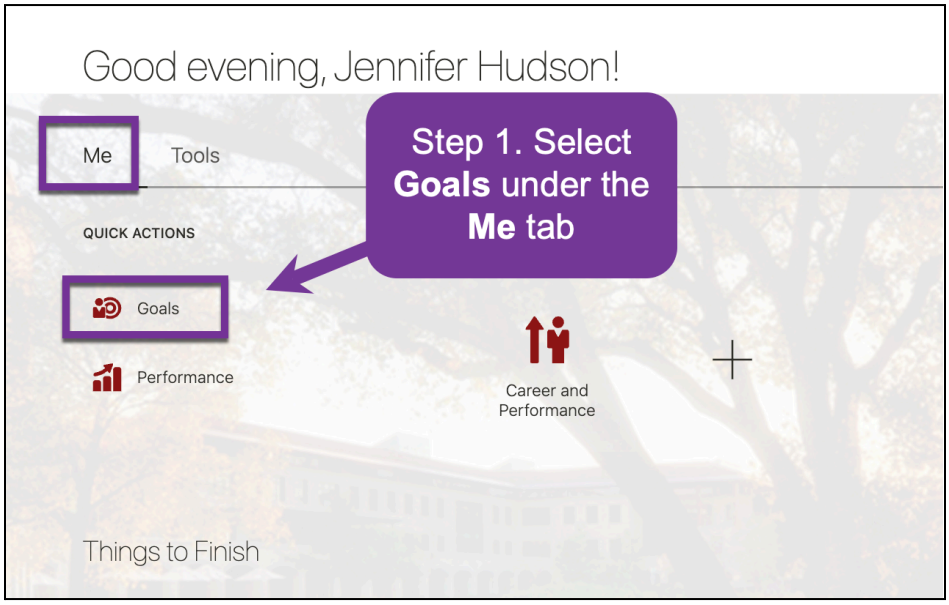
Accessing the GPS system:

You will launch the site directly from Axess: https://axess.sahr.stanford.edu/

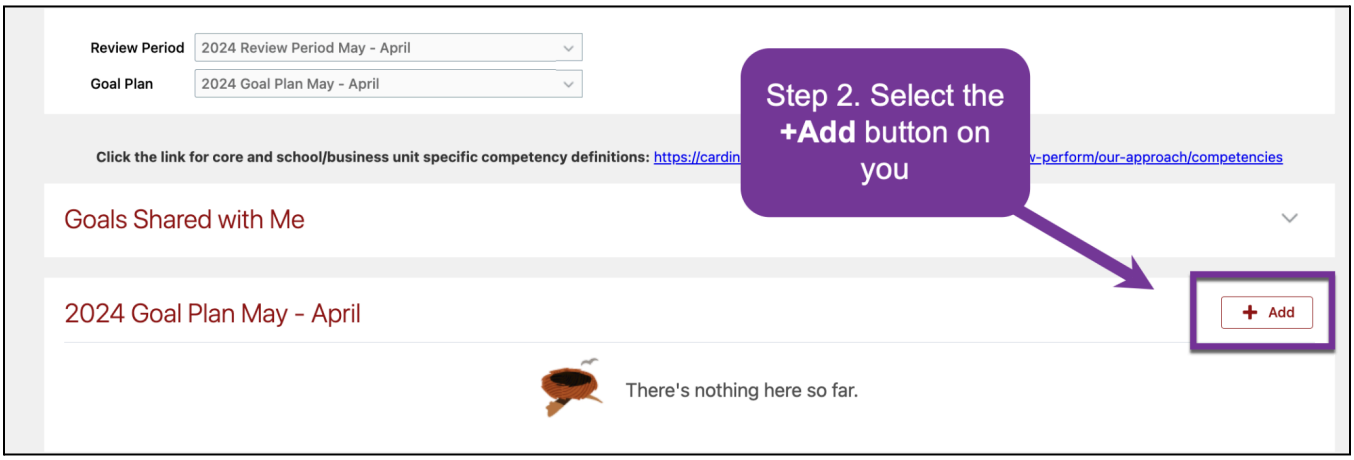


How to Add a Goal

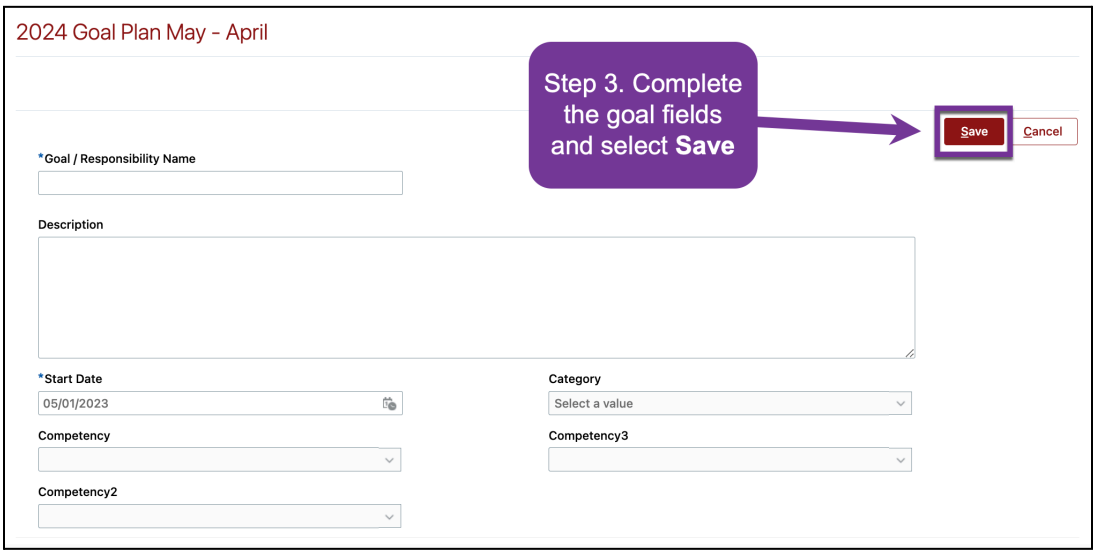
Step 1. Select the **Goals** icon located under the **Me** tab



Step 2. Select the **+Add** button located on your goal plan



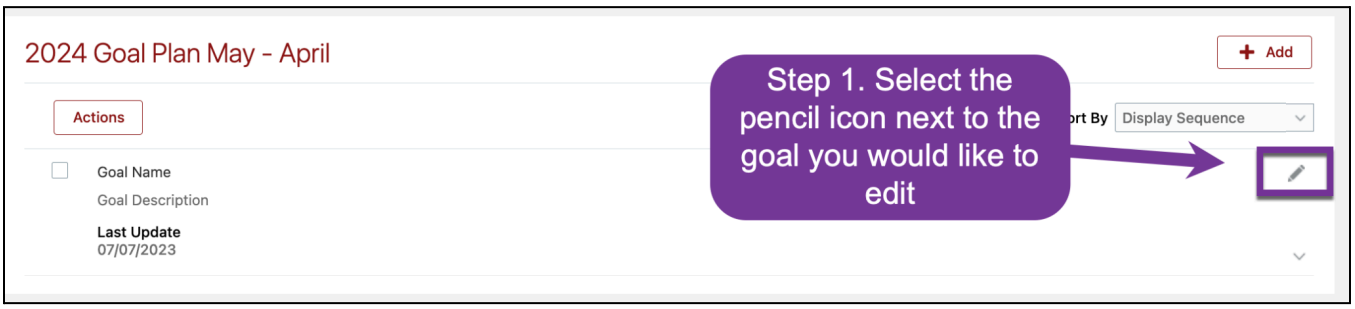
Step 3. Complete the goal detail fields and once the fields have been completed, select **Save.**



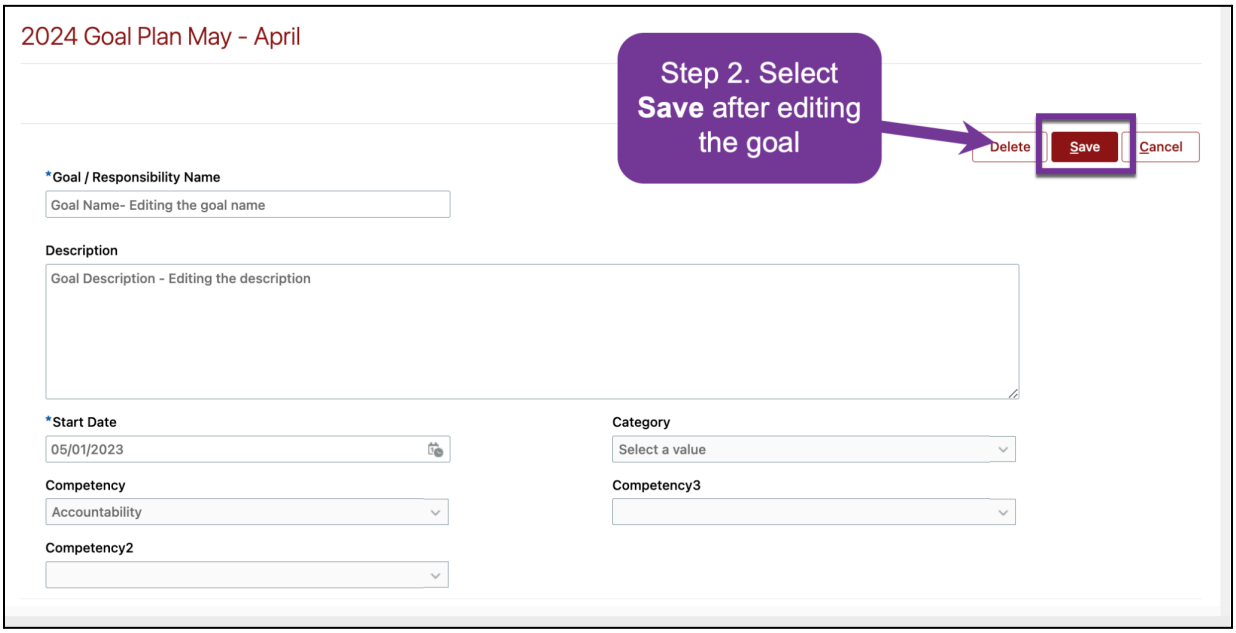
How to Edit Goals

To Edit a Goal you must first navigate to your goal plan by following the goal plan.

Step 1. Select the pencil icon next to the goal you would like to edit.



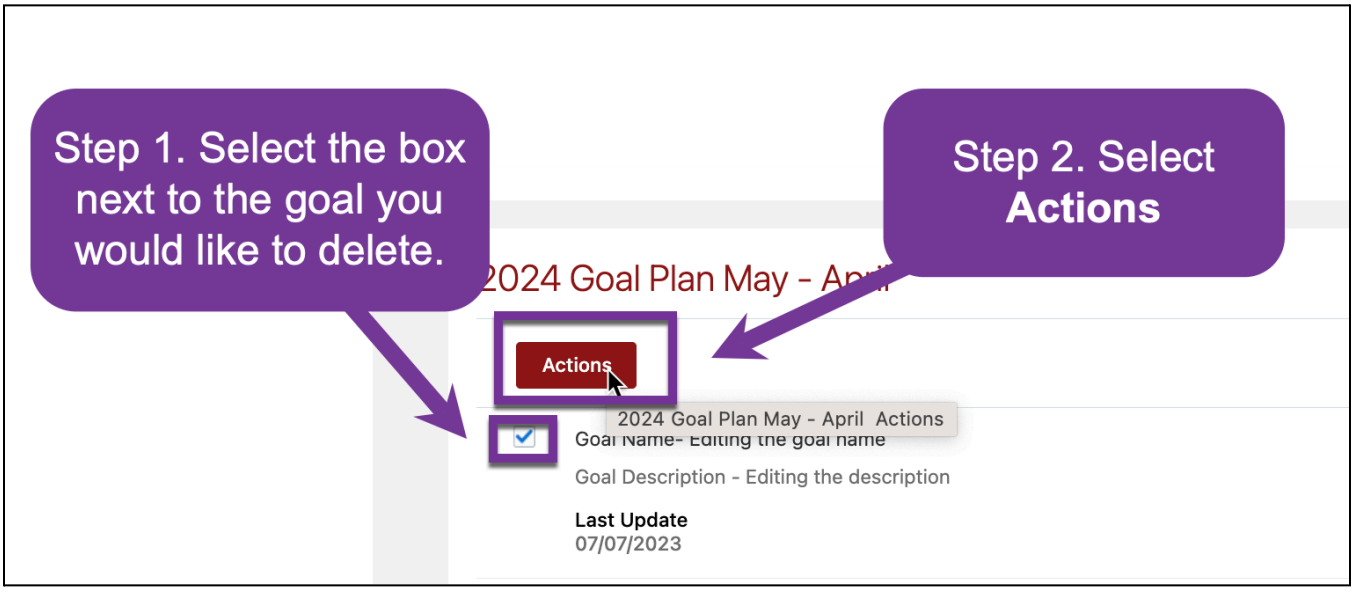
Step 2. Select **Save** after editing the goal.



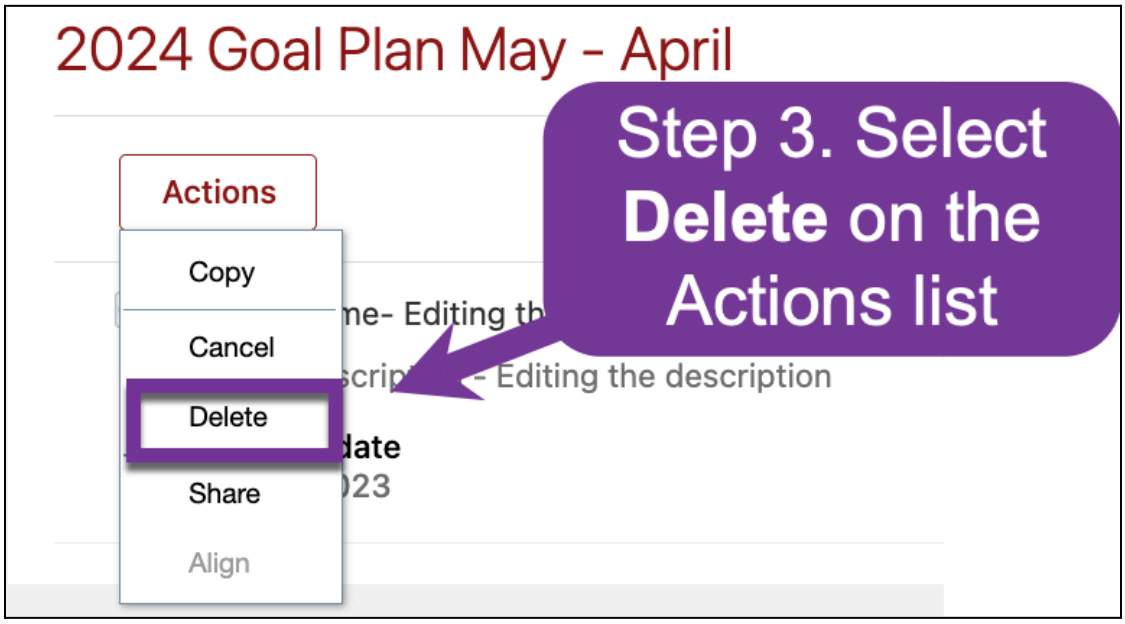
How to Delete a Goal

To delete a Goal you must first navigate to your goal plan by following the goal plan.

Step 1. Select the box next to the goal you would like to delete.
Step 2. Select the **Actions** button.



Step 3. Select **Delete** on the **Actions** list


2024 Goal Plan May - April
Step 3. Select **Delete** on the Actions list
Actions
Copy
Cancel
Delete
Share
Align
me- Editing th
scrip - Editing the description
date
023