

Goal Setting Job Aid- Simplified Form

For Employees

Welcome to the Grow and Perform at Stanford performance program!

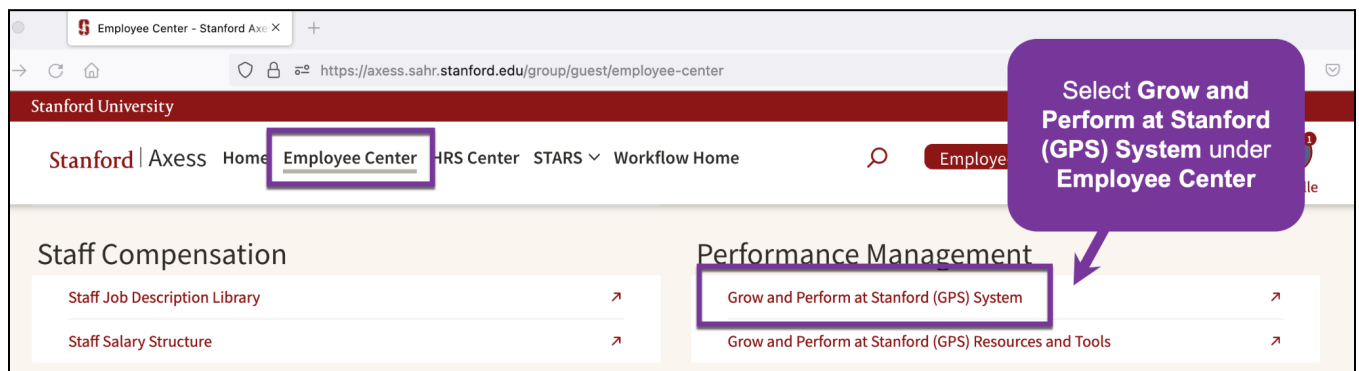
The purpose of this goal setting job aid is to assist you through the goal setting process step-by-step. All steps for you to complete will be **purple**, and all notes will be highlighted in **teal**.

In this job aid you will learn how to :

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

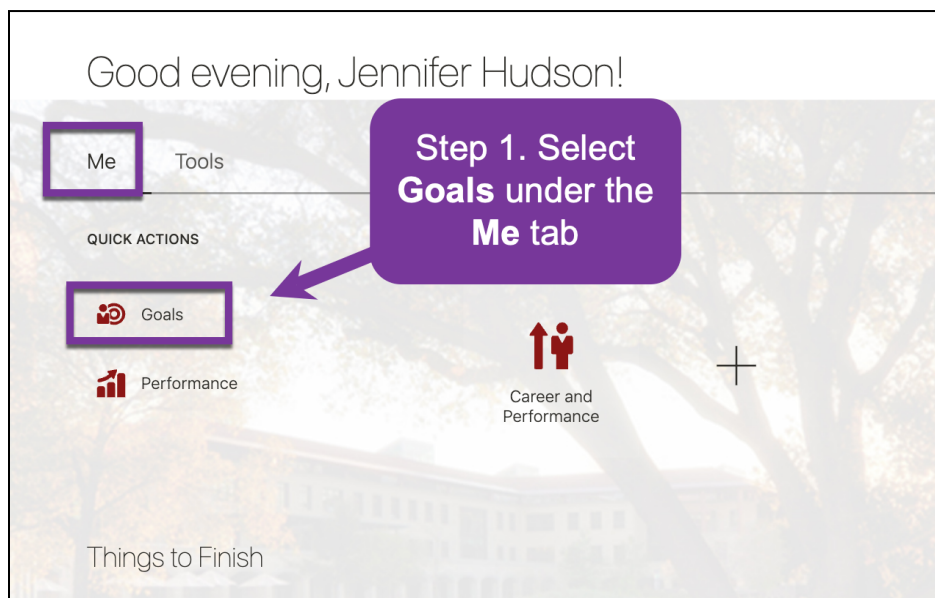
Accessing the GPS system:

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

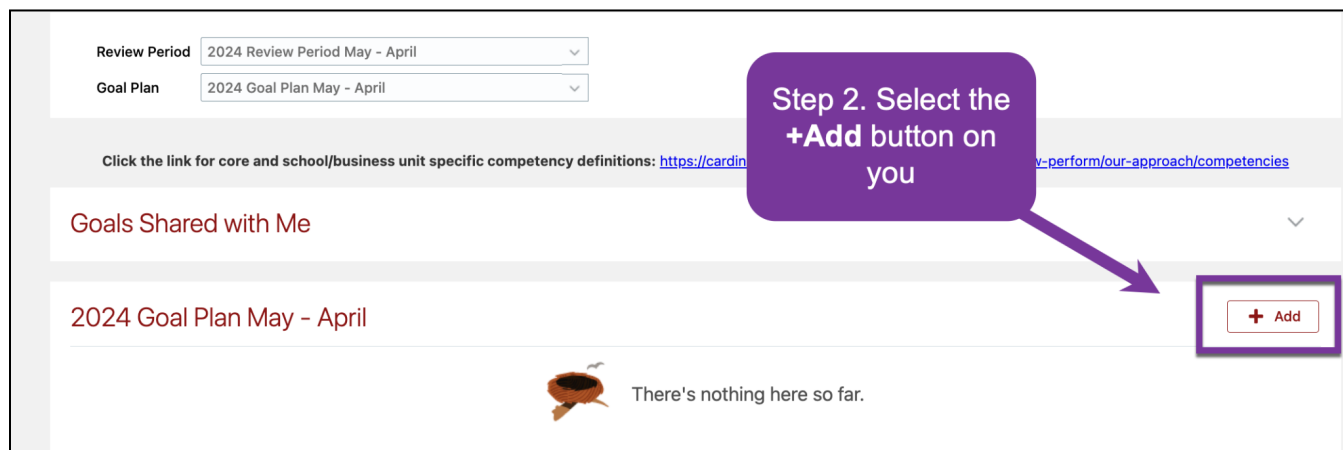


How to Add a Goal

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**.

2024 Goal Plan May - April

Step 3. Complete the goal fields and select **Save**

*Goal / Responsibility Name

Description

*Start Date
05/01/2023

Competency

Competency2

Category
Select a value

Competency3

Save Cancel

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.

2024 Goal Plan May - April

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

+ Add

Sort By Display Sequence

Actions

☐ Goal Name

Goal Description

Last Update
07/07/2023

✎

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

2024 Goal Plan May - April

Step 2. Select Save after editing the goal

*Goal / Responsibility Name
Goal Name- Editing the goal name

Description
Goal Description - Editing the description

*Start Date
05/01/2023

Competency
Accountability

Competency2

Category
Select a value

Competency3

Delete Save Cancel

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 1. Select the box next to the goal you would like to delete.

2024 Goal Plan May - April

Step 2. Select Actions

Actions

2024 Goal Plan May - April Actions
Goal Name- Editing the goal name
Goal Description - Editing the description
Last Update
07/07/2023

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

2024 Goal Plan May - April

Actions

Copy

Cancel

Delete

Share

Align

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