How to complete a performance plan.

Tell Me

Once you have [accessed the performance management system](), follow the instructions below to complete a performance plan.

1. Click the blue hyperlink performance plan under *Your Action Items*
2. Click **Save and Continue** once you have reviewed the tools, resources, and timeline
3. Enter **Weight** and optional comments/improvement plan for each Institutional Goal:
   - ***Note:*** Enter "**0**" for Supervision Goal if the employee is <u>not</u> a supervisor
4. Click **Save and Continue**
5. Enter **Goal Name, Description, Weight** for each Individual SMART Goal
   - ***Note:*** Click **Add Entry** to enter another SMART goal
   - ***Note:*** Enter **Weight** only for shared Organizational Values Goal
6. Click **Save and Continue**
7. Enter **Professional Development Goal**
   - ***NOTE:*** Click **Add Entry** to enter another professional development goal
8. Click **Save and Continue**
9. Click **Complete** and **OK** to confirm

End of Instructions

Show Me