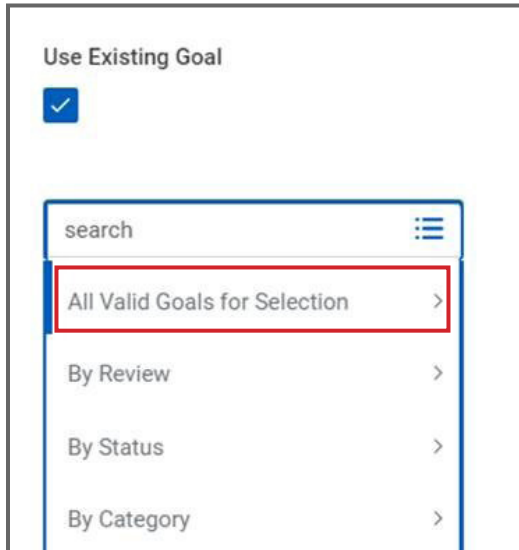


If your employee is missing a goal in their Performance Review, refer to this process.

Pull a Performance Goal into Review

1. In the **Performance Review**, review each goal
2. Scroll to the bottom of **Performance Goal** and click **Add**
3. Click the **Use Existing Goal** checkbox
4. Select **All Valid Goals for Selection**



Use Existing Goal

- All Valid Goals for Selection >
- By Review >
- By Status >
- By Category >

5. Under **Search**, select the appropriate goal. The goal information will automatically populate in the **Goal**, **Description**, **Category** and **Due Date** fields. Confirm **Performance Goals** is selected in **Category** and the **Due Date** is **12/31/2019**
6. Scroll to the bottom of the performance goals and select **Completed** in the **Status** drop-down menu
7. In the **Completed On** field, enter **12/31/2019**
8. Under Manager Evaluation, select the appropriate rating for the performance goal
 - a. Exceptional
 - b. Exceeds Expectations
 - c. Successful
 - d. Below Expectations
 - e. Unacceptable
9. Under **Comments**, enter your comments with justification for the selected rating
10. Click the **check mark icon** to save
11. Scroll to the next performance goal and repeat this process for all missing goals
12. Click **Next** to move to **Development Goals**