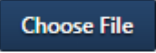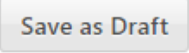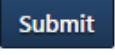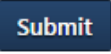# GOAL SETTING AND TRACKING

Creating Goals

You and your supervisor should agree on the goals that will be entered into the system. Your supervisor will be able to see the goals that you have submitted.

1) In Career Pathway, select the Performance tab and select Goals
2) Select **Create**.
3) Enter goal Title and Description information.
4) Change Start and Due Dates, if necessary: The dates will default to the start and end dates of the annual performance cycle.
5) Upload any applicable attachments by selecting **Choose File** below Attachments. You can also add Attachments throughout the year.
6) Select one of the following options:
   a. **Save as Draft** : Select if you are not yet ready to submit the goal.
   b. **Cancel** : Select if you do not wish to save the goal.
   c. **Submit** : Select if you are finished drafting your goal and you want to save it. You must Submit your goals for your supervisor to see them.
7) Once you select Submit, your goal will be displayed with an In Progress status on the Goals page under the Performance tab.

Editing Goals

As priorities and schedules change throughout the year, you have the ability to edit your goals as necessary.

1) Hover over the Performance tab and select Goals.
2) Click on the ▼ next to the appropriate goal and select Edit.
3) Make the changes to the goal Title, Description, Start and Due Dates, or Attachments.
4) Select **Submit**.

Deleting Goals

Goals can be deleted throughout the year as you and your supervisor see fit.

1) Hover over the Performance tab and select Goals.
2) Click on the ▼ next to the appropriate goal and select Cancel.

Changing Goal Progress

As you complete your goal throughout the year, you can update the Progress percentage that is displayed on the

Goals page. *Updating the Goal Progress is not mandatory; it is an optional tool.*

1) Hover over the Performance tab and select Goals.
2) Click on the progress bar to show how much progress you have made on the goal.

Adding, Editing, and Deleting Comments

Career Pathway allows you and your manager to write comments for a particular goal throughout the year. You can use the Comments section to update the progress on a goal or track milestones. *Adding comments is not mandatory; it is an optional tool.*

1) Hover over the Performance tab and select Goals.
2) Select the goal title under the My Goals heading.
3) Select **Add Comment** under the Comments heading.
4) Enter your comment text and select **Add**.
5) To edit your comment, select ▼ next to the comment and choose Edit. Edit the comment and then choose **Save**
6) To delete your comment, select ▼ next to the comment and choose Delete. Be aware that once you delete your comment you cannot retrieve it.

Questions? Email hrperform@drexel.edu.