Add Goals for Performance Year 2019-2020

Performance Excellence Job Aid

For staff or supervisors, this job aid shows how to add a new goal in myHR Learn. Staff may add goals at the beginning of the performance year, and may also add new goals throughout the year. Please note Reviews will be launched in late 2019 or early 2020. When the Reviews are launched, we will provide an additional job aid with instructions on how to add your goals to your review.

Login to myHR Learn at learn.northwestern.edu

How to add a new goal:

1. In the navigation bar click on the ME tab

2. Next to MyPlan click on the Actions drop-down menu

3. Select Add Goal

4. A pop-up will appear that says ADD NEW GOAL. In the ADD NEW GOAL pop-up box complete the following fields:
   a. Title of the goal (255 character limit)
   b. Description of the goal (OPTIONAL- use this space to add detail, metrics, or milestones).
   c. Goal Category. From the drop-down menu, select from one of the following options:
      ✓ Performance Goals: goals tied to performance outcomes you’re striving for within your role, connected to job responsibilities, special projects or professional skills and/or behavior.
      ✓ Professional Development*: goals related to growth, including gaining knowledge, practicing skills or acquiring job-related experiences that may...
help you develop as a professional, but are not required for current performance.

d. **Due date.** Select an appropriate target date for goal completion.

5. Click **SAVE**

   *NOTE: after saving, you may encounter a pop-up asking whether or not you want to add this goal to an existing review. If so, please select SKIP THIS STEP.*

6. After saving, go back to the **ME** tab and ensure the new goals are visible.

*During your performance review, you will not be rated on Professional Development goals, only on Performance Goals.*

Ready to login? [learn.northwestern.edu](http://learn.northwestern.edu)
Access additional tools and resources: [perform.northwestern.edu](http://perform.northwestern.edu)
Help: For policy and process questions, contact your unit’s HR Administrator. For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu)