



For staff

Add a Goal To Review/ Remove a Goal from Review

Performance Excellence Job Aid

For staff, this job aid will show you how to [add a goal to a review](#) and [remove a goal from a review](#)

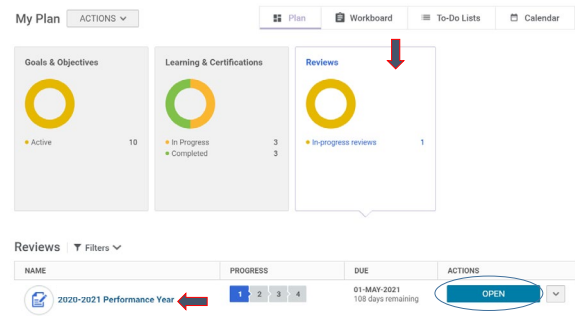
This section of the job aid **will show you how to add goals to an existing performance review** so that your review reflects the performance year's accomplishments.

To **Add a goal to your review**: login to myHR Learn at learn.northwestern.edu

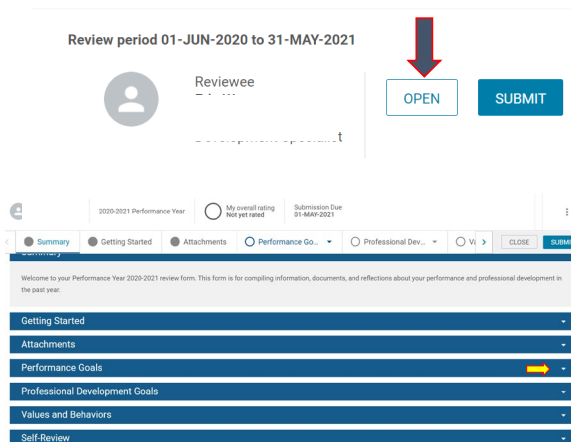
1. In the navigation bar click on the **ME** tab



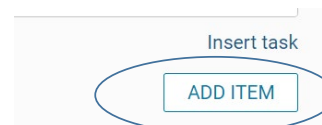
2. Click on the **REVIEWS** box, and then scroll down the page to locate your Review – find your review and click **OPEN**.



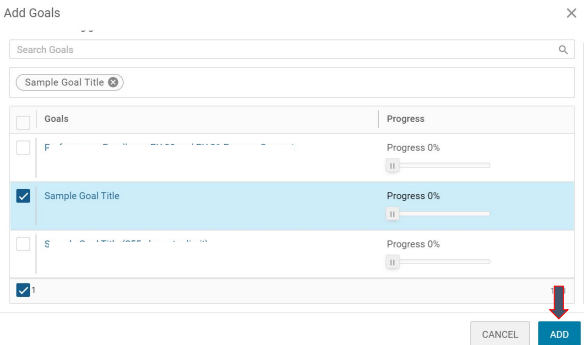
3. At the top of the page click **OPEN FORM**.



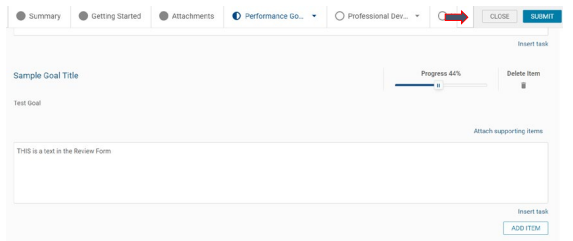
4. Expand the Performance Goals section and scroll down to the bottom and click **ADD ITEM**.



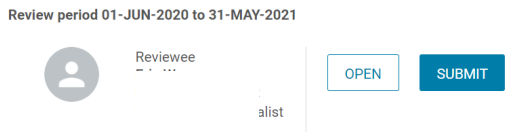
5. Your goals will appear in an Add Goals pop-box, check the box of the goal(s) that you would like to add and click **ADD**.



6. Your Goals should now be visible in the Performance Goals section of your review. As you make changes it will auto-save, so you can **CLOSE** out on the top when you are done



7. When you close your review your screen should look like this.



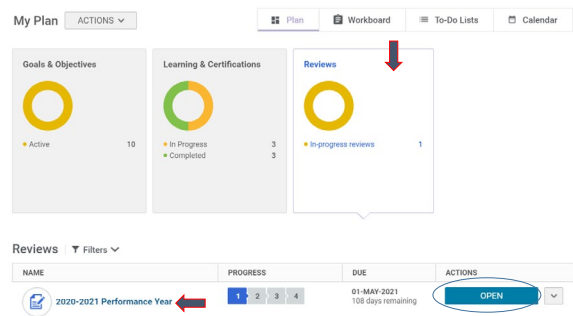
For staff, this section of the job aid **will show you how to remove goals from an existing performance review** so that your review reflects the performance year’s accomplishments.

To **Remove a goal from your review**: Login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the **ME** tab



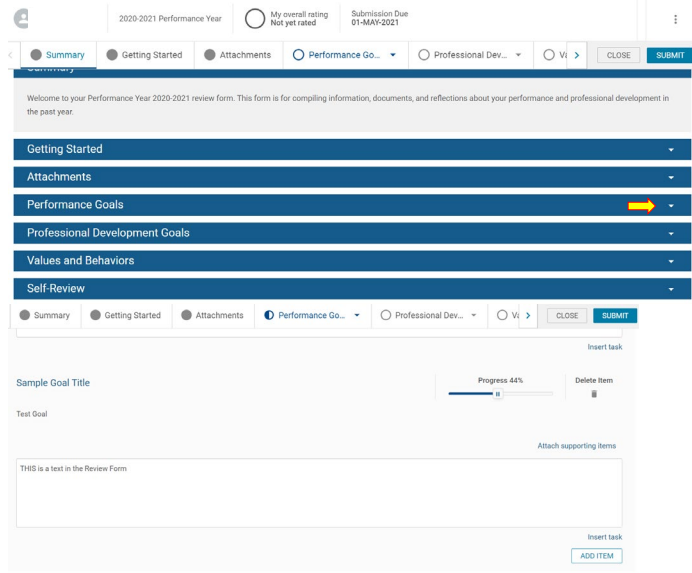
2. Click on the **REVIEWS** box, and then scroll down the page to locate your Review – find your review and click **OPEN**.



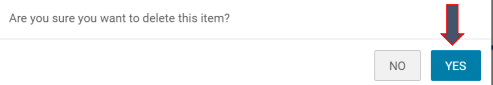
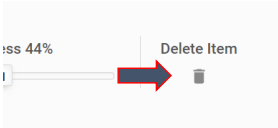
3. At the top of the page click **OPEN FORM**.



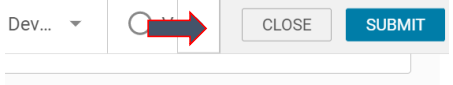
4. Expand the **Performance Goals** section and look for the goal that you want to delete.



5. Once you have identified the goal you want to remove, click the **DELETE ITEM** button and click **YES** in the pop up window



6. You should not see that goal anymore in your review, and it has already auto-saved, so you can hit close in the upper right.



7. When you close your review your screen should look like this.



Ready to login? learn.northwestern.edu
Access additional tools and resources: 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