



## Track Progress Toward Goals

### *Performance Excellence Job Aid*

for staff

This job aid is for staff to learn how to track progress toward goals in performance excellence. While tracking progress on your goals is not universally required, it may be expected in your area. Additionally, you may choose to utilize this functionality to stay motivated and engaged, manage your work, and document your performance.

Login to myHR Learn at [learn.northwestern.edu](http://learn.northwestern.edu)

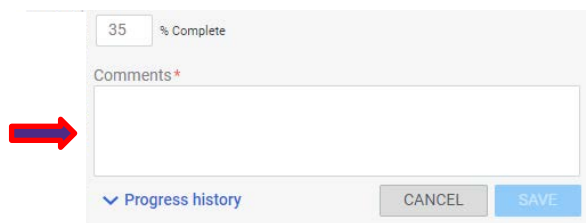
1. Open your review.
2. Scroll down to the Goals section and click the plus sign to expand.



3. Locate the goal on which you've made progress. Slide the percentage bar to indicate how much progress has been made toward the specific, measurable outcome.

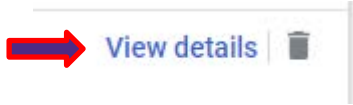


4. A pop-up will automatically appear and comments related to your progress are required. Within the pop-up, enter your comments and press **SAVE**.

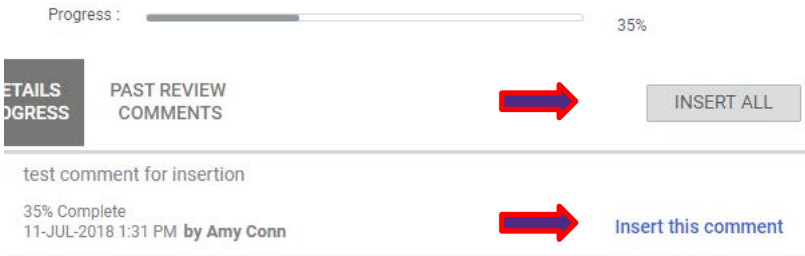


5. The progress and comments are now stored with this goal, but the comments are not visible within the review. If you would like to add the comments to the body of the review:

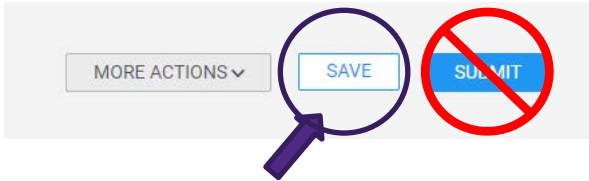
a. Look to the right of the goal title and click **VIEW DETAILS**.



b. From the details pop-up, choose to **INSERT THIS COMMENT** or **INSERT ALL** comments.



6. Save your review by pressing **SAVE** at the bottom.



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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)