Add a Goal to Your Review

Performance Excellence Job Aid

This job aid is for staff and will show you how to add goals to an existing performance review so that your review reflects the performance year’s accomplishments.

Login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the ME tab

![Navigation Bar]

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

![My Plan Page]

3. At the top of the page click OPEN FORM.
4. Scroll down to the Performance Goals section of the page 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 goal(s) should now be visible in the Performance Goals section of your review.
   - Your review will **auto-save** as you edit, so you may close it at any time and return to it again.

7. Click the **CLOSE** button at the bottom right hand corner of the page to exit your review.

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**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**