Remove a Goal from Your Review

Performance Excellence Job Aid

This job aid is for staff and will show you how to remove goals from 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

2. You will now be on the My Plan page. From here, click on the REVIEWS box, scroll down the page to locate your Review and click the OPEN button to the right the review name.

3. You will now be at the cover page of your review form. At the top of the page, click OPEN FORM.
4. Scroll down to the **Performance Goals** section of the page and locate the goal that you would like to delete from your review. Click on the trash can icon located to the right of the progress bar. This will remove your goal from the review, however it will still be visible in your goals list on the ME tab.

5. A pop-up box will appear asking you to confirm that you want to delete this item. Click the **YES** button to remove your goal from your review.

6. Your goal should no longer be visible in the 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](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](mailto:hr_administrator@northwestern.edu). For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu)