What is a Goal Plan?

A Goal Plan is an employee task that sets clear goals and expectations of how to become successful and grow professionally during the upcoming year. This process begins during the annual review, when the employee and supervisor propose goals for the new cycle. Any goals set in the Plan step will become part of both the employee’s Self-Evaluation and the Supervisor Evaluation later in the cycle.

Creating a Goal Plan

An Employee will receive an email prompting them to log into the online Performance Management system to complete Goal Plans for the upcoming year. To access the plan, either click the link in the email, or navigate to http://jobs.usnh.edu/hr, log in, and go to the Performance Management Portal. You will be taken to the Home page and your Action Items.

Click the blue link to access the Goal Plan:

![Image of Performance Management system]

Review the introduction, guidelines, Job Success Factors and set and/or update the goals for the upcoming cycle. Click the Add Goal button located below each goal entered to add additional goals. When all goals have been entered or updated, Click NEXT at the bottom the page or click directly on a tab to move between sections. Required information will be noted with an asterisk (*).
The plan does not need to be completed in one sitting; click on **Save Draft** to continue working on it at a later time. Clicking Next will automatically save a copy of your work.

Once you have finished creating the plan, click **Complete** either at the bottom of the Job Success Factors tab or from the blue **Actions** button. Doing so will submit the plan to the supervisor for approval.

**Revising A Goal Plan**

A supervisor may need to send a goal plan back to the employee for revision. This is done by clicking on **Actions** button and choosing Return. Doing so will return the goals to the Employee to be changed and resubmitted for approval.

The Approve Goal Plan step for each employee will be listed in the supervisor’s Action Items inbox on the home screen when they have been submitted to approve.