Employee Added Goals

1. Login to dash.tennessee.edu
2. Select the **Employee Self-Service, Finance, Human Resources, Facilities** tile.
3. Under the **Me** tab, Select the **Career and Performance** icon.
4. Click **Goals**
5. Select the appropriate **Review Period** from the drop-down menu
6. Change **Goal Plan** to **Staff Performance Goals** for the appropriate review period
7. Click **Add**
8. Choose a goal from the Goal Library (*optional*)
9. Enter a **Goal Name**
10. Enter a **Description** of the goal
11. Select a **Start Date**
12. Choose a **Category**
13. Optional fields to enter:
    a. Target Completion Date
    b. Status
    c. Success Criteria
    d. Measurements
    e. Tasks
    f. Target Outcomes
14. Once all relevant fields are complete, click **Save and Close**

Note: To keep your goal as a draft, select **Private**, this will prevent your goal from being shared with your supervisor.

If creating multiple goals, create all goals before proceeding to the next step.

15. Click **Submit**
16. Enter **Comments** and **Attachments** as needed
17. Click **Submit**