

Annual Performance Review Process



Manager Adding Goals

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