Creating Professional Development Goals

This guide focuses on creating professional development goals in the goal plan. The manager or employee can add professional development goals.
Access Performance Management by using your Texas State Net ID and password to logon to this site:

www.hr.txstate.edu/performance-management/login.html
Step 1

- Use the Action button on the tile, click on “Goal Plan”.
Step 2

- In the goal plan, click “Add New” and then from the options available click “Create a New Goal.”

- Click create Personal Goal
Step 3

- From the drop down Category box, select Professional Development or Personal Goal.
Step 4

- Enter/add the details of the professional development goal. Click the “Save Changes” button.
- The goal is added to the goal plan under the category of Professional Development or Personal Goals. Multiple professional development goals can be added.
Contacts

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This information is available in alternate format upon request from the Office of Disability Services.