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.

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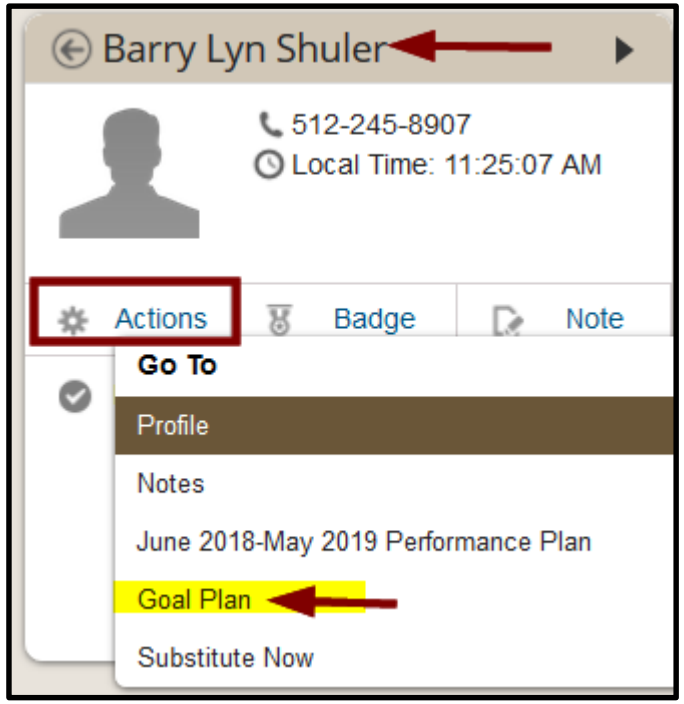
www.hr.txstate.edu/performance-management/login.html

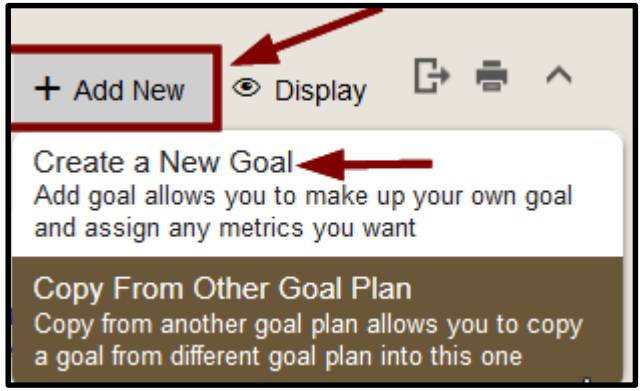
Step 1

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

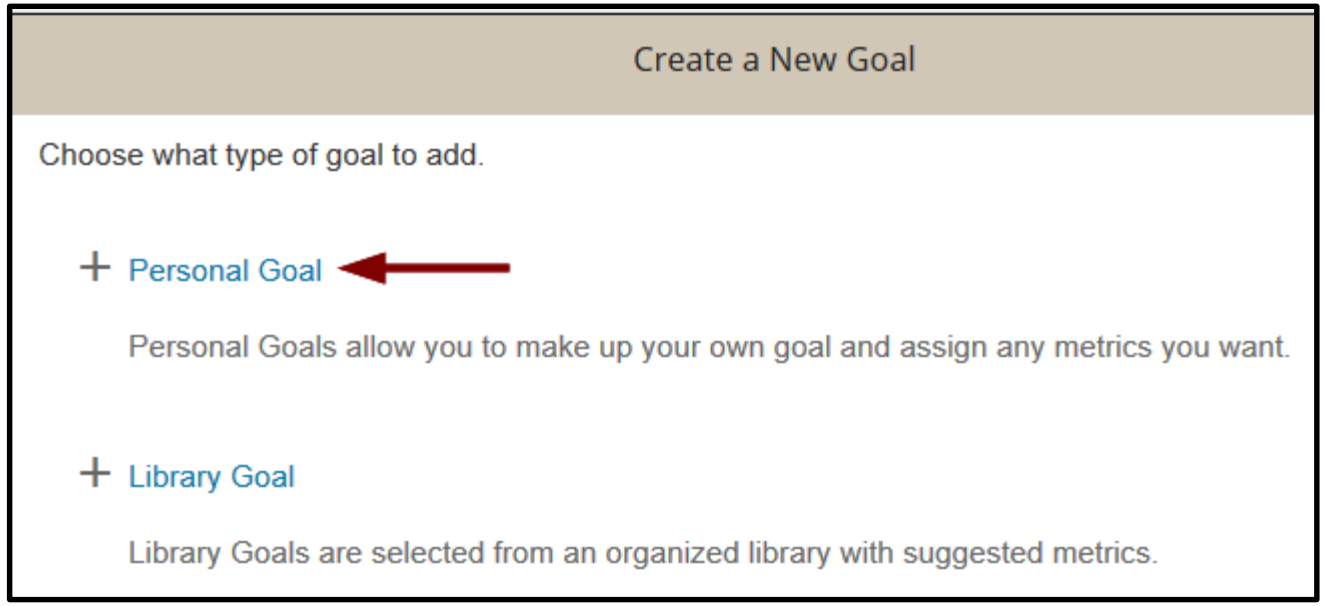


Step 2

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

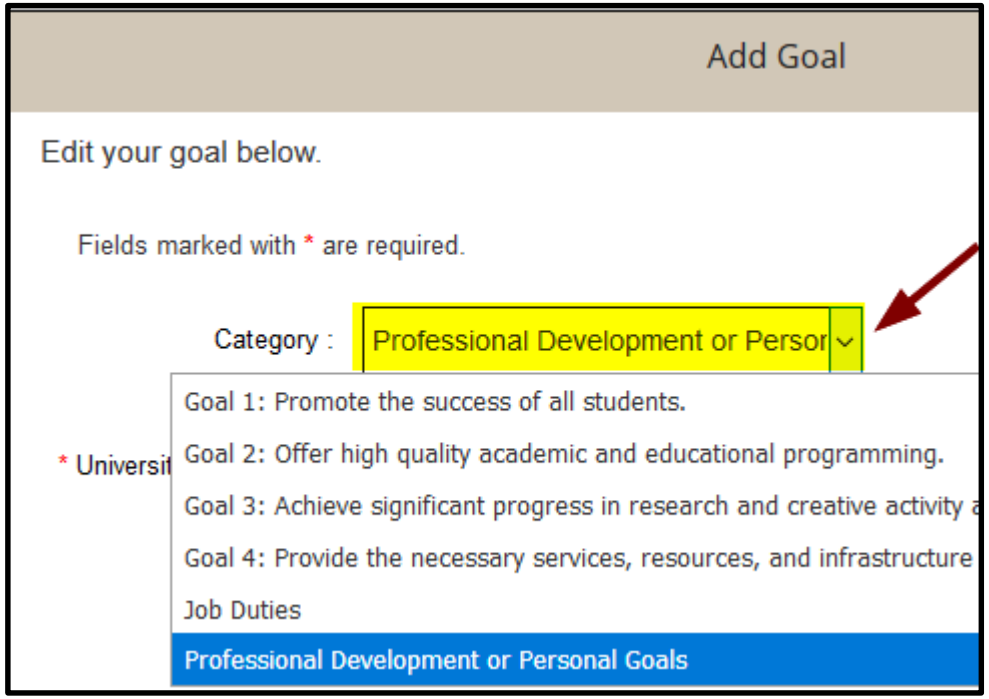


- Click create Personal Goal



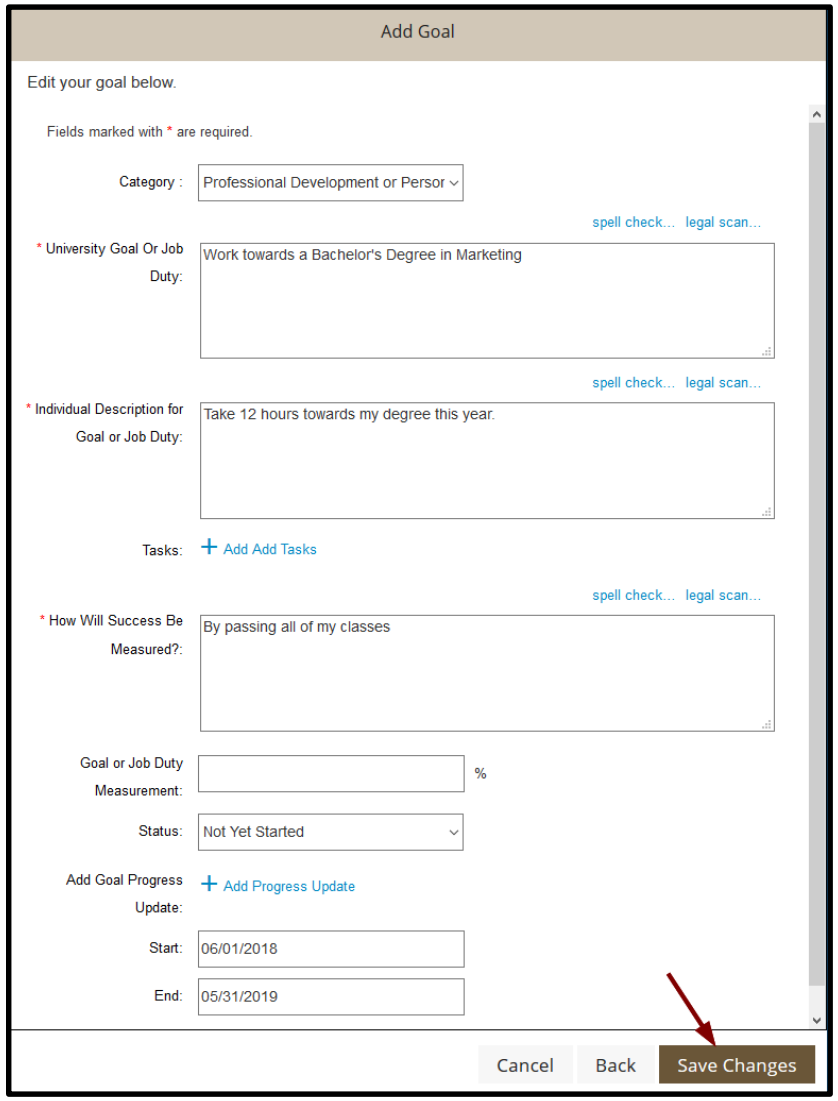
Step 3

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

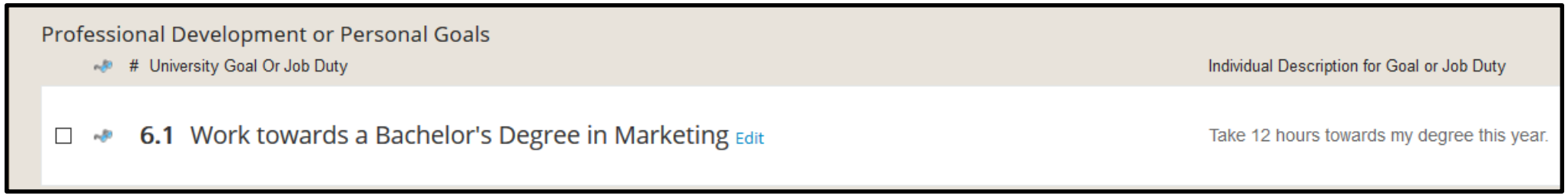


Step 4

- 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.

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