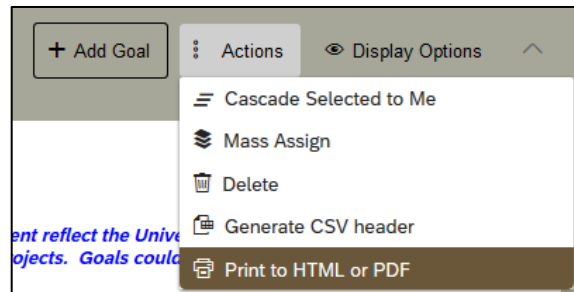


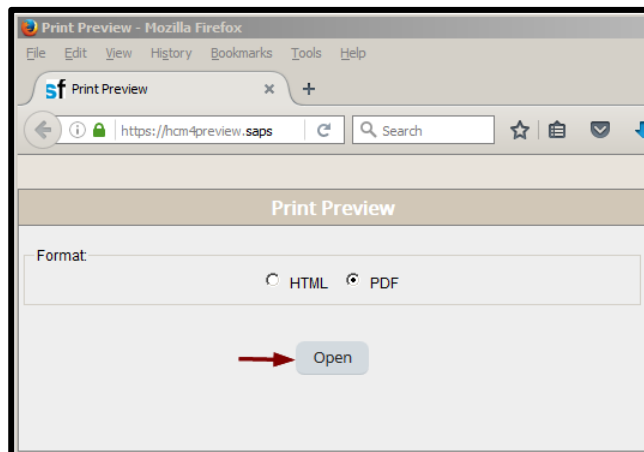
This job guide focuses on **printing the goal plan to HTML or PDF**, if desired.

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](http://www.hr.txstate.edu/performance-management/login.html)

1. The goal plan can be printed to HTML or PDF if desired; the preferred option is a PDF. Click the print icon.

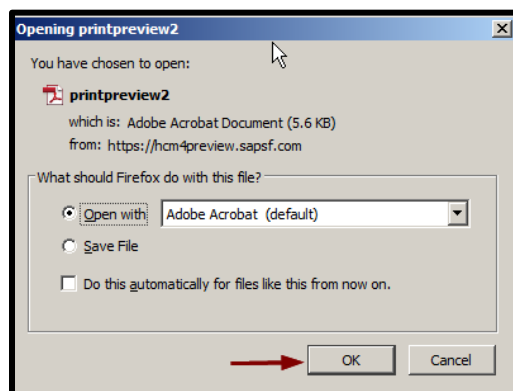


2. A window will open giving the option of printing to HTML or PDF. Select PDF and click the "Open" button.



3. Click OK to open with Adobe.

*\*Note that you may see different options depending on your choice of browser.*



Screen capture of PDF goal plan.

## June 2017-May 2018 Goals and Job Duties for Ian Iverson

Goal 1: Promote the success of all students.

You have no goals in this category.

Goal 2: Offer high quality academic and educational programming.

You have no goals in this category.

Goal 3: Achieve significant progress in research and creative activity as measured by national standards.

You have no goals in this category.

Goal 4: Provide the necessary services, resources, and infrastructure to support the university's strategic direction.

| University Goal Or Job Duty   | Individual Description for Goal or Job Duty  | Goal or Job Duty Measurement | Status   | Start      | End        |
|---|--|------------------------------|----------|------------|------------|
| 4.1 4.13 Provide programs and services that support and enhance the health and wellness of the university | Develop additional health and wellness programs for Texas State. Collaborate with the appropriate units to determine what other offerings can be made available to employees. Possibilities include a larger reduction in the student rec fee for employees, classes at the student rec for faculty & staff only, identify walking paths/trails across campus that includes distance. Possible | 40.0%                        | On Track | 06/01/2017 | 03/01/2018 |

|   |  |  |
|---|--|--|
| <p><b>5.1 Provide monthly analysis reports to the Director.</b></p> | <p>By the 10th of every month, provide operational reports to the Director for review. These reports can include FTE, Turnover, Job Reclassifications, PCR's numbers for various types of PCR's, ULP, Overtime, No Leave Reported Counts, etc.</p> | <p><b>Ongoing Job Duty</b> 06/01/2017 05/31/2018</p> |
| <p><b>5.2 All administrative duties and responsibilities.</b></p>   | <p>Please see the tasks for the individual duties.</p>   | <p><b>Ongoing Job Duty</b> 06/01/2017 05/31/2018</p> |

*June 2017-May 2018 Goals and Job Duties for Ian Iverson*

*Page 2 of 3*

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**Add Tasks:**

| Target Date | Task  |
|-------------|---|
|             | Welcome visitors to the department in person and via answering the phones.                                |
|             | Manage department calendars.  |
|             | Initiate all needed PCR's for the department.   |
|             | Initiate all budget transfers for the department.   |
|             | Initiate all IDT's for the department.  |
|             | Manage the office supply inventory.   |
|             | Review the budget to actual report weekly to insure the departments stays within budget.                  |
|             | Act as time administrator and verify that time worked and all leave for department employees is recorded. |

**This ends the job guide on printing to HTML or PDF. For more training guides go to the Performance Management website at: [www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)**