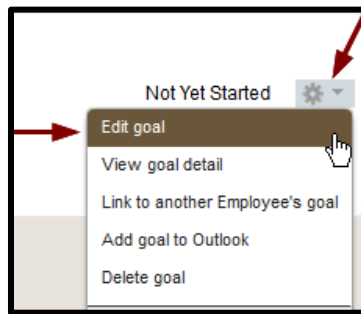


This job guide focuses on **editing goals that have already been created for an employee.**



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

1. For a variety of reasons, goals may need to be revised. Edit a goal by clicking on the gear/wheel icon 



2. Once in edit, update any of the following as needed, description, percentage complete, status or dates and click the “Save Changes” button.

Note that the goal now displays with a 40% completion rate, is on track with a new end date and the log note (highlighted in yellow below) shows that David Drew edited the goal.

#	University Goal Or Job Duty	Individual Description for Goal or Job Duty	Goal or Job Duty Measurement	Status	Start	End	Action
4.1	4.13 Provide programs and services that support and enhance the health and wellness of the university community. Edit	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 employee incentives; example prove that you walked 20 miles in a week via a fitbit or other tracking device and receive a t-shirt, water bottle, amazon gift card, etc. Use your creative juices to inspire our faculty and staff to be active.	 40.0%	On Track	06/01/2017	03/01/2018	
<p>Alert - Created by David Drew 6/26/17 5:04 PM</p> <p>Alert - Aligned Down goal deleted by David Drew 6/26/17 6:22 PM</p> <p>Alert - Edited by David Drew 6/27/17 12:13 PM</p>							

This ends the job guide on editing employee goals. For more training guides go to the Performance Management website at: www.hr.txstate.edu/performance-management.html