



## Employee Added Goals

1. Login to [dash.tennessee.edu](https://dash.tennessee.edu)
2. Select the **Employee Self-Service, Finance, Human Resources, Facilities** tile.
3. Under the **Me** tab, Select the **Career and Performance** icon.
4. Click **Goals Center**
5. Select the appropriate Review Period from the drop-down menu
6. Set Goal Plan to Staff Performance Goals for the appropriate review period
7. Click Add
8. Enter a **Goal Name**
9. Enter the fields in the form with following information
  - a. Goal Name
  - b. Description
  - c. Achievement Indicators
  - d. Date ranges
  - e. Category
10. Once complete, click **Save**

NOTE: If creating multiple goals, create all goals before proceeding to the next step.

11. Click **Submit**
12. Enter **Comments** and **Attachments** as needed
13. Click **Submit**

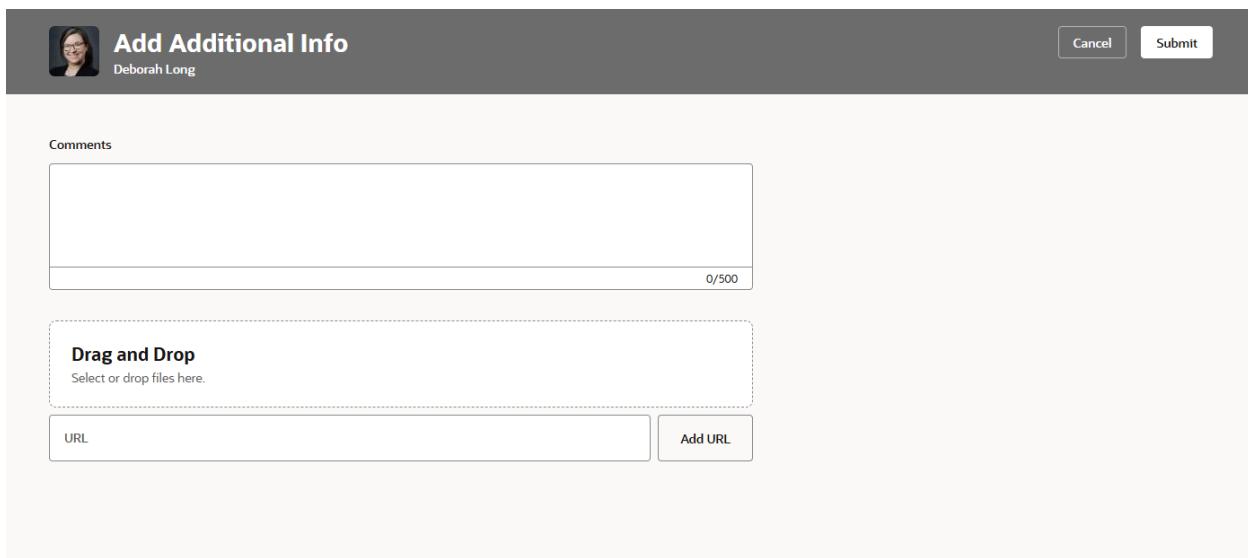
## Annual Performance Review Process

### Updating Goals

1. Under the **Me** tab, Select the **Career and Performance** icon.
2. Click **Goals Center**
3. Select the appropriate Review Period from the drop-down menu
4. Set Goal Plan to Staff Performance Goals for the appropriate review period
5. Click on an entered goal
6. In the **Update your progress** section, enter information.
7. Click **Update Progress**. Once your update is entered, click the back arrow beside the Goal Details header to return to the My Goals screen.

After all desired updates to goals are entered you will need to submit these updates to your manager for approval.

After clicking submit you have the option to provide additional comments and attachments for your manager to review. After any optional entry click Submit.



The screenshot shows a user profile picture of Deborah Long and the title 'Add Additional Info'. The form includes a 'Comments' text area with a character limit of 500, a 'Drag and Drop' section for file attachments, and a 'URL' input field with an 'Add URL' button. The 'Cancel' and 'Submit' buttons are located at the top right of the form.

NOTE: Once Submitted, goals are locked until approved by manager.