

# For Employees –

## Add/Delete/Update Job Objectives

### Add A Job Objective:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon in the Update column next to your Performance Plan to view the *Update Performance Plan: Overview* page.
3. Select the **Add Objective** button under Job Objectives to view the *Add Job Objective* page.
4. Enter information into the **Objective Number** and **Objective Title** fields.
5. Enter draft Job Objective text into the **Job Objective** field.
6. Select the contributing factor(s) that apply to the Job Objective.
7. Select one of the following buttons from the top right side or bottom right side of the page when the Job Objective information is complete:
  - Select the **Cancel** button to discard your changes.
  - Select the **Save** button to confirm that your information has been saved and remain on the same *Add Job Objective* page.
  - Select the **Save and Add Another** button to add another Job Objective. Repeat steps 4 through 6 to enter additional Job Objectives.
  - Select the **Save and Return to Overview Page** button to view the *Update Performance Plan: Overview* page when you have completed adding Job Objectives.
8. Select one of the following:
  - Select the **Transfer to Rating Official** button.
  - Select **Logout** at the top right side of the page to exit.

### Delete A Job Objective:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon in the Update column next to your Performance Plan to view the *Update Performance Plan: Overview* page.



3. Select the trashcan icon under the Delete column on the row where the Job Objective to be deleted is listed to view the *Warning* page. **Note:** You can only delete a Job Objective that has never been transferred to the Rating Official.
  - Select the **No** button to stop the deletion and return to the *Update Performance Plan: Overview* page.
  - Select the **Yes** button to receive confirmation the Job Objective has been successfully deleted and return to the *Update Performance Plan: Overview* page.
4. Select one of the following:
  - Select the **Transfer to Rating Official** button.
  - Select **Logout** at the top right side of the page to exit.

### Update An Existing Job Objective:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon in the Update column next to your Performance Plan to view the *Update Performance Plan: Overview* page. **Note:** You may only update a Job Objective that was created by you and has never been transferred to the Rating Official.
3. Select the pencil icon in the Update column next to the Job Objective to be updated to view the *Update Job Objective* page.
4. Review and make any necessary change(s) to the Objective Number, Objective Title, Job Objective and Contributing Factor(s).
5. Select the **Save and Return to Overview Page** button when you have completed your update.
6. Select one of the following:
  - Select the **Transfer to Rating Official** button.
  - Select **Logout** at the top right side of the page to exit.

