Add a Goal To Review/ Remove a Goal from Review

Performance Excellence Job Aid

For staff, this job aid will show you how to add a goal to a review and remove a goal from a review.

This section of the job aid will show you how to add goals to an existing performance review so that your review reflects the performance year’s accomplishments.

To add a goal to your review: login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the ME tab.

2. Click on the REVIEWS box, and then scroll down the page to locate your Review – find your review and click OPEN.

3. At the top of the page click OPEN FORM.

4. Expand the Performance Goals section and scroll down to the bottom and click ADD ITEM.
5. Your goals will appear in an Add Goals pop-box, check the box of the goal(s) that you would like to add and click **ADD**.

6. Your Goals should now be visible in the Performance Goals section of your review. As you make changes it will auto-save, so you can **CLOSE** out on the top when you are done.

7. When you close your review your screen should look like this.
For staff, this section of the job aid will show you how to remove goals from an existing performance review so that your review reflects the performance year’s accomplishments.

To Remove a goal from your review: Login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the ME tab

2. Click on the REVIEWS box, and then scroll down the page to locate your Review – find your review and click OPEN.

3. At the top of the page click OPEN FORM.

4. Expand the Performance Goals section and look for the goal that you want to delete.
5. Once you have identified the goal you want to remove, click the **DELETE ITEM** button and click **YES** in the pop up window.

6. You should not see that goal anymore in your review, and it has already auto-saved, so you can hit close in the upper right.

7. When you close your review your screen should look like this.