Entering and Editing Goals and Comments in My UI Career Goal Plan (Complete software instruction are found at: http://hr.uiowa.edu/myuicareer/instructions)

To work on your Goal Plan, log into Self Service and under the Personal tab click on Annual Goals and Performance review.

From the My UI Career homepage click on the Goal Plan link.

In the Goal Plan you can document your key work activities, projects, or professional development as goals.

The goals you and your supervisor create and agree upon will be used in your performance review.

Click on the "Add New" link at the top of the page to add a goal.

To add a goal you can enter it directly (Develop a Goal), use a writing assistant (Library for Developing a Goal), copy from a previous goal plan or use the Goal Wizard which will take you through the process of creating a SMART goal. The SMART model creates goals that are:

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time-bound**

Only two things are required to create a goal, the actual goal statement and the measure of success.

However you can also add start and due dates if the goal is time sensitive and an action plan if the goal lends itself to various steps or stages.

During the review period you can also add comments/notes on progress or other milestones and update the status of the goal.

It is recommended to at least quarterly, revisit the goal plan for edits, updates, progress notes, etc.

As you enter goals, edit goals, or add comments, your Performance Review is also updated with the changes made in the Goal Plan. You should visit your Goal Plan on a regular basis to update your progress or add comments and notes about your progress or achievements in attaining your goals. Referring to these notes when you work on your Performance Review can be very beneficial.

Please do not confuse your Goal Plan with your Performance Review.

The Goal Plan – The ongoing process of creating measurable goals and/or projects that are regularly reviewed and with progress and/or accomplishments noted.

The Performance Review – An annual event where both the employee and supervisor review the Goal Plan and comment on the past year’s progress, growth, and accomplishments.