Job Aid

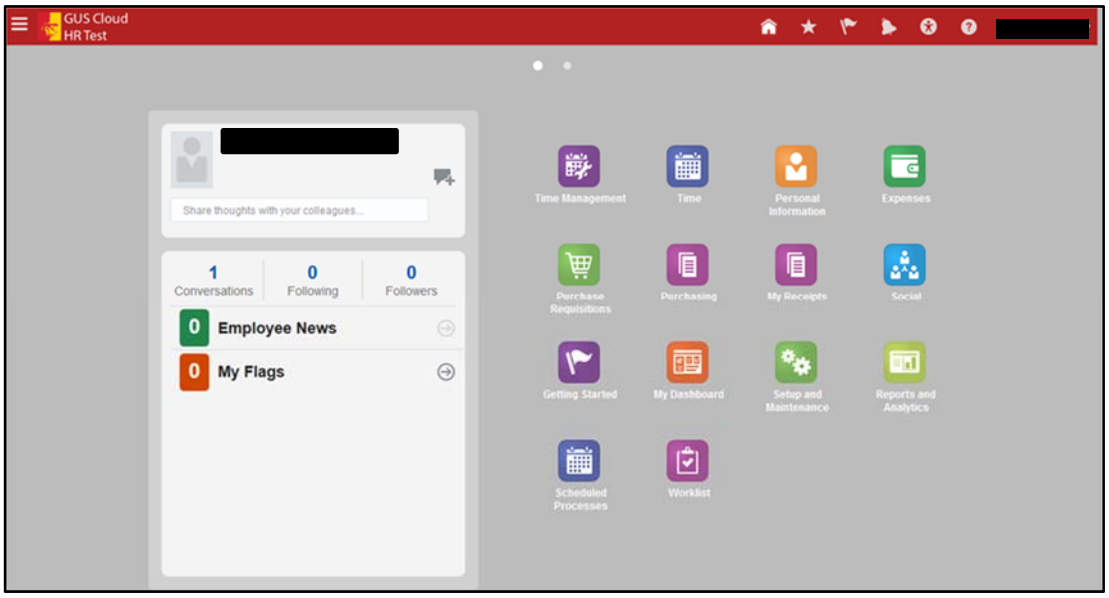
Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees – Employee Edits Goals

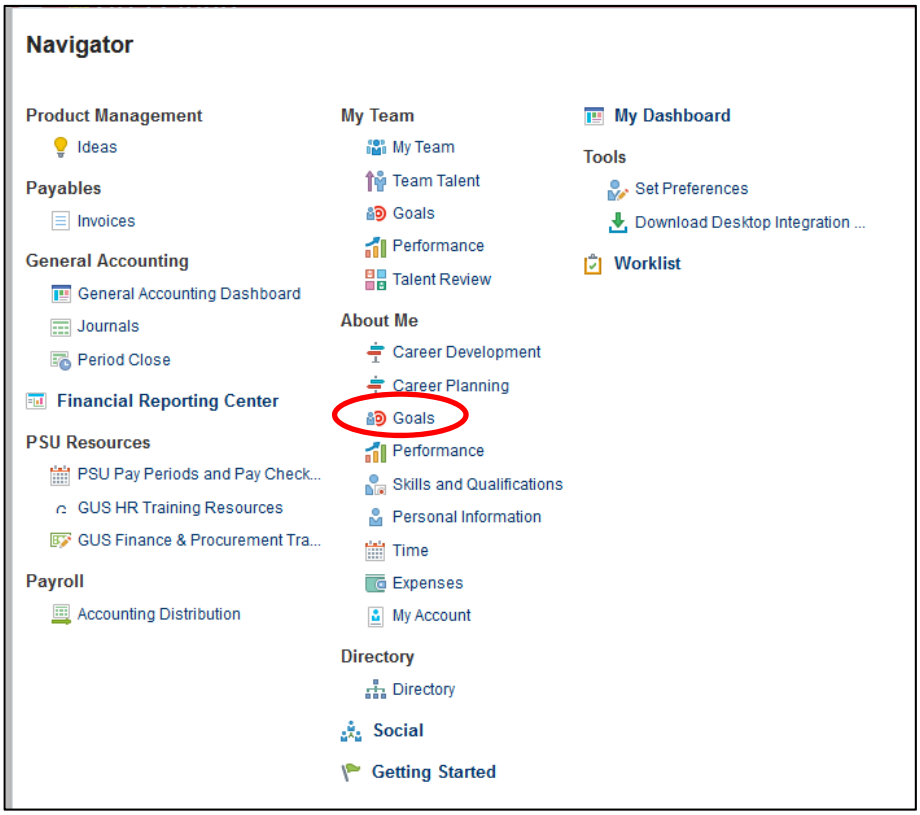
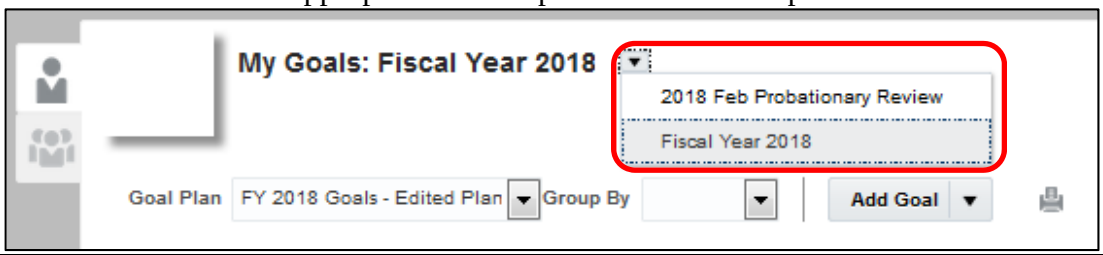
This Job Aid walks employees through the process of editing and/or updating goals after the line manager has approved the goals for the Goals and Performance Evaluation Process.

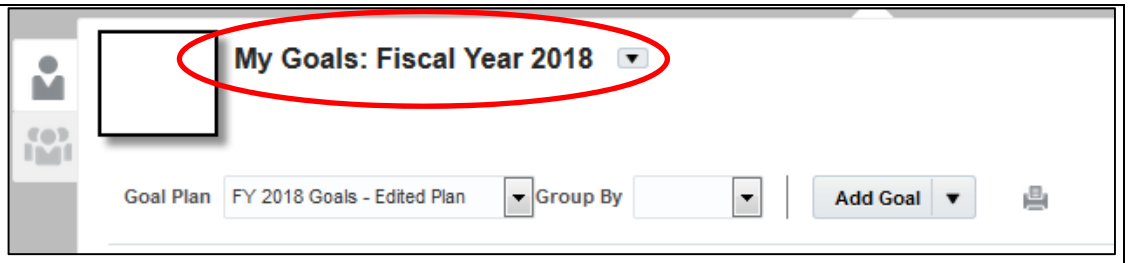
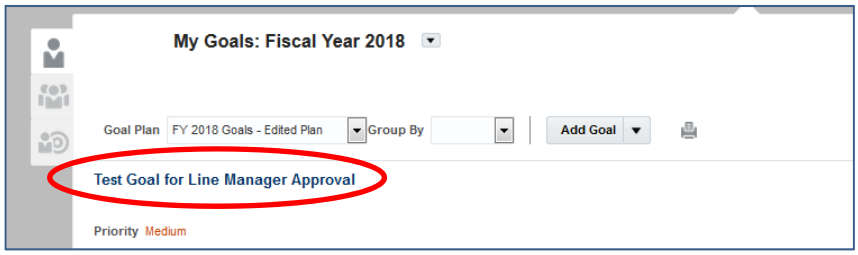
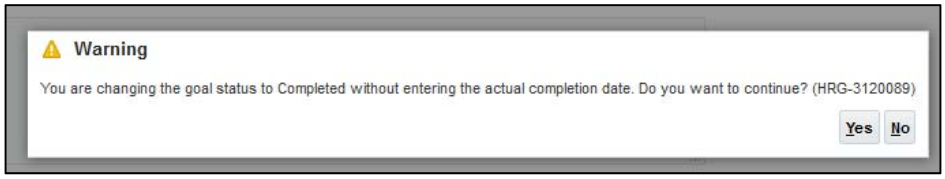
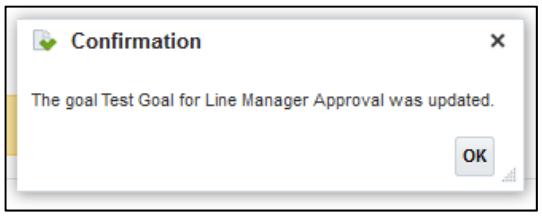
Audience: USS Employees with benefits that are required to have an annual or probationary performance evaluation.
Unclassified Administrative & Professional Employees with benefits in non-instructional positions that are required to have an annual performance evaluation.

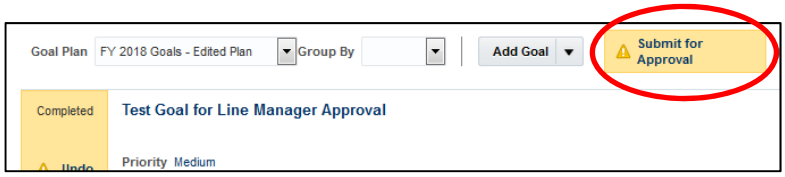
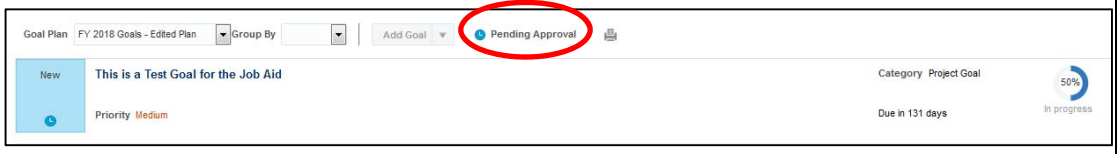
NOTE: Faculty do not use this process

HRS Web Resources: See Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees for an overview of the performance evaluation process and information on setting goals and types of goals.

Step	Action
1.	Logon to GUS Cloud. 
2.	On the GUS Cloud springboard, select the Navigator icon.

3.	Select "Goals" under "About Me." 
4.	Your "My Goals" page will open. If more than one review period is available, you will need to select the appropriate review period from the drop down. 

	
5.	Click on the goal name to view the goal details. 
6.	You can edit and/or update the Goal Details as needed. If the status of the goal is "Completed" (or if the Completion Percentage is 100%), you will get a warning message if you did not enter an Actual Completion Date. 
8.	Click "Save and Close" when done. A confirmation box will appear. Click "OK" 
7.	You will return to the "My Goals" page. You will need to click "Submit for Approval." This will send an email to your line manager that you have goals to be approved, edited or rejected.

	
8.	Click on "Submit"
8.	You will return to the "My Goals" page. Please note the status Pending Approval 
9.	You will not be able to add or edit any of your goals until your line manager has approved, edited or rejected your goals. After your line manager has acted on your goals, you will be able to add additional goals or edit the approved goals.