Adding Performance Goals

This guide will cover:

- Adding a performance goal.
- Submitting a performance goal for approval.
- Checking notifications.

This guide details the steps for completing this process using Employee WyoCloud access.

**Step One**

Navigate to the Goals section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left-hand corner.

- Select **Career Performance** under the **My Profile** header within the Navigator.
- The **Career and Performance** Page will display select goals.

- The **My Goals** Page will display.

### Step Two

Add a goal.

- Upon reaching the *My Goals* page, the most future-oriented review period will display with all your current goals listed underneath.

**Note:** Because the review period defaults to the most future-oriented year, you may have to toggle between review periods to get to your desired review period. You can toggle between different review periods by using the **Period** drop down.
To add a goal, use the **Add Goal** drop down.
You can choose between a **New Goal** and a **Library Goal**.
For the purpose of this guide, **New Goal** will be used.

**Step Three**
Add details of the goal.
- The **Add Goal** page will display.
In the **Goal Details** section, the Start Date will auto-populate based on the review period. This date can be changed if desired.

- **Category** and/or **Level** are optional fields. They can be updated by clicking on the drop down next to each field.
- **Completion Percentage, Status, and Priority** can be updated by click on the drop downs next to each field.

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**Step Four**

Add Measurement, Target Outcome, or Task details.

**Note:** Measurement, Target Outcome, or Task details are available to you to add structure to a goal. They are optional fields and not required to add a goal to your Goal Plan.

- To add Measurements, Target Outcomes, or Tasks, click on the corresponding tab on the left-hand side of the page.
- Click **Measurements** on the left-hand side of the page. The **Measurements** page will display.

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- Click on the + icon to add a measurement.

- The Add Measurement page will display.
  - **Name** is a required field.
  - **Unit of Measure, Start Date, End Date, and Comments** are optional fields.
- When done, click **Save and Close**.
To add target outcomes, click on the **Target Outcomes** tab on the left-hand side of the page. The *Target Outcomes* page will display.

- Click on the + icon to add a target outcome.

- Select the type of target outcome you wish to add by clicking on the corresponding name. For the purpose of this guide, Competencies will be used.

- In the *Search and Select: Competencies* page, you may search for a specific competency by searching the name in the textbox.
- Highlight the competency you want to add and click **OK**.
To add tasks, click on the **Tasks** tab on the left-hand side of the page. The **Tasks** page will display.

Click on the + icon to add a task.

A box will appear where you can enter the details of the task.

- **Name** and **Type** are a required fields. Select a type by clicking on the drop down.
- **Status**, **Start Date**, **Related Link**, **Priority**, **Completion Percentage**, **Target Completion Date**, and **Comments** are optional fields.

When you are done entering the details of the new goal, scroll to the top and click **Save and Close**.
Click **OK** in the Confirmation window.

![Confirmation](image)

The goal Eat your Veggies was added.

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**Step Five**

Submit the newly created goal for approval.

- All goals created by a direct report requires approval from their supervisor before they are added to the **Goal Plan**.
- To submit a goal for approval, you will click the **yellow Submit for Approval** button to the right of the Add Goal drop down.
When you are happy with the details of the goal, click **Submit** in the upper, right-hand corner of the page.

Changes cannot be made to the goal once it has been submitted for approval. Changes can be made to the goal after the request for approval has been completed.

After submitting for approval, the following page will appear:

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**Step Six**

Check for notifications.

- Once your approval request has been processed, it will appear in the **Bell** icon at the top of the homepage.
- In the future, the notification will appear in the drop down. For now, click **More Details**.

- The following page will display.
- Click the hyperlink associated with the approval of your newly submitted goal.
- After clicking on the hyperlink, you will be brought to a page that will contain any comments, attachments, and/or history added by the approver.
- When you are done reviewing this page, click **Dismiss** in the upper, right-hand corner of the page.

You have completed the steps to Creating Performance Goals.