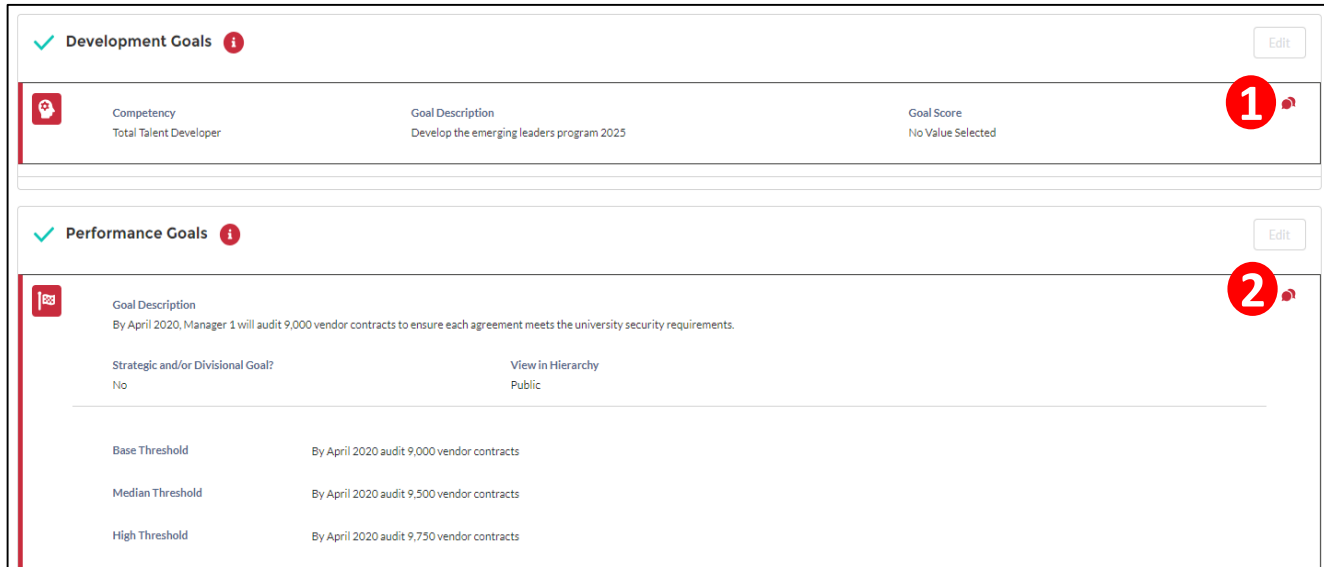




Progress Notes and Professional Development

Progress: Adding Comments to Goals



Development Goals 1

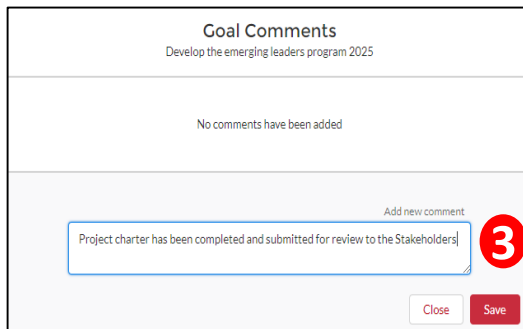
Competency: Total Talent Developer
Goal Description: Develop the emerging leaders program 2025
Goal Score: No Value Selected 1

Performance Goals 2

Goal Description: By April 2020, Manager 1 will audit 9,000 vendor contracts to ensure each agreement meets the university security requirements.

Strategic and/or Divisional Goal?: No
View in Hierarchy: Public

Base Threshold: By April 2020 audit 9,000 vendor contracts
Median Threshold: By April 2020 audit 9,500 vendor contracts
High Threshold: By April 2020 audit 9,750 vendor contracts



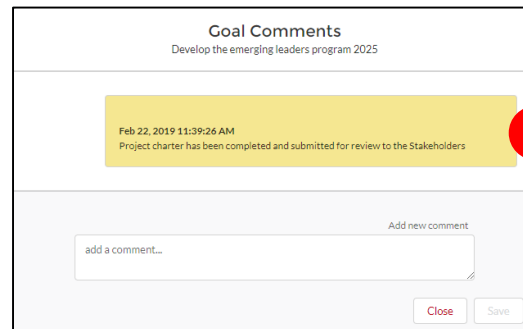
Goal Comments
Develop the emerging leaders program 2025

No comments have been added

Add new comment

Project charter has been completed and submitted for review to the Stakeholders 3

Close Save 4



Goal Comments
Develop the emerging leaders program 2025

Feb 22, 2019 11:39:24 AM
Project charter has been completed and submitted for review to the Stakeholders 5

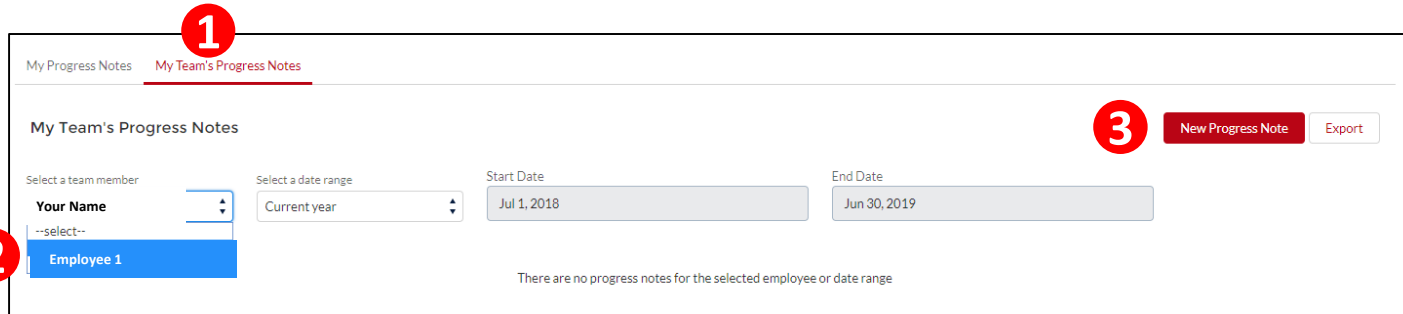
add a comment... Add new comment

Close Save

6

#	Process
1.	Managers and employees can record results towards Development Goals utilizing the Comments function Click the red Speech Bubbles icon to launch the Goal Comments function
2.	Managers and employees can record results towards Performance Goals utilizing the Comments function Click the red Speech Bubbles icon to launch the Goal Comments function
3.	Populate the Add New Comments field with the information to associate the update with the goal
4.	Click Save
5.	The comment will be recorded with a date stamp and will be maintained with additional comments from either the manager or employee
6.	An orange tab will appear on the left side of the screen Click the tab to send a notification to the employee or manager that a new comment has been created

Progress: Creating Employee Progress Notes



My Progress Notes **My Team's Progress Notes**

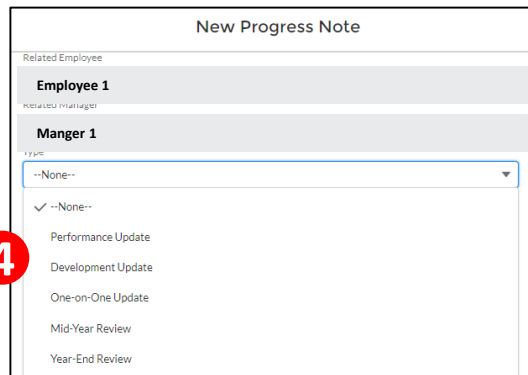
My Team's Progress Notes 3 **New Progress Note** Export

Select a team member: **Your Name** **Employee 1** (2)

Select a date range: Start Date: End Date:

There are no progress notes for the selected employee or date range

#	Process
1.	Click the My Team's Progress Notes to view existing or create a new Progress Note
2.	From the Select a Team Member Dropdown menu, select the employee's name
3.	Click the New Progress Note to create a new Progress Note
4.	Select which type of Progress Note you would like to create: Performance Goal Update Development Goal Update One on One Update Mid-Year Review End-of-Year Review
5.	Populate the Title and the Description fields
6.	Click Save to record your entry



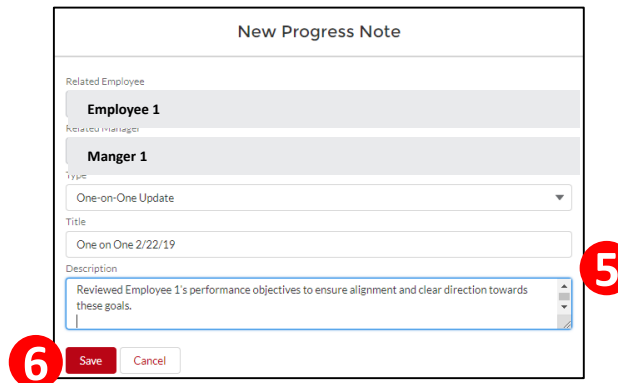
New Progress Note

Related Employee: **Employee 1**

Reviewed Manager: **Manger 1**

Type:

- None--
- Performance Update
- Development Update
- One-on-One Update
- Mid-Year Review
- Year-End Review



New Progress Note

Related Employee: **Employee 1**

Reviewed Manager: **Manger 1**

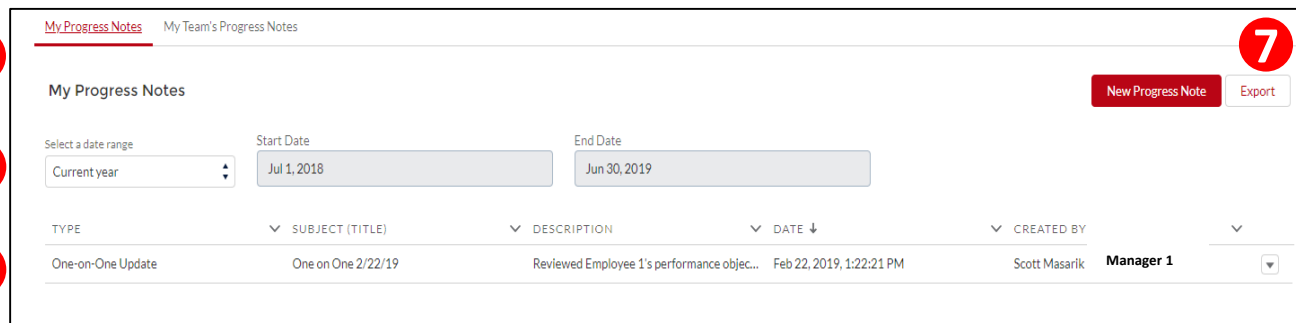
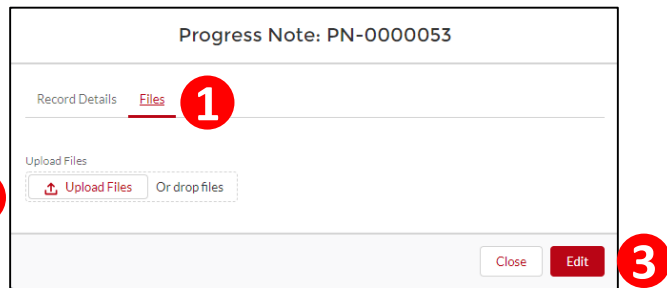
Type:

Title:

Description:

6 **Save** Cancel

Progress: Your Progress Notes (Uploading documents and Exporting)



#	Process
1.	To upload a file associated with the Progress Note, click the Files link
2.	Click the Upload Files button and browse your computer to locate the file
3.	Click the Close button to save your update or click the Edit button to make changes to the Progress Note .
4.	To Export the Progress notes for your records or for meeting preparation click the My Progress Notes link
5.	Or to Export the Progress note for your employee, click the My Team's Progress Notes link
6.	Select the Date range to locate the Progress Note by date
7.	Select the Progress note
8.	Click the Export button