

# Performance Goal Details:

Create & Edit a Performance Goal

The screenshot shows a 'New Goal' form with the following elements:

- 1** 'What's the name of this goal?' text box containing 'Mute Button Proficiency'.
- 2** 'Any additional info you want to add?' text box containing instructions on muting and speaking during virtual meetings.
- 3** 'Comments' text box containing 'Mute shortcut for Teams: Ctrl+Shift+M' and a rich text editor.
- 4** 'Start Date' (01-Jan-2025) and 'Target Completion Date' (31-Dec-2025) date pickers.
- 5** 'Add supporting documents here.' section with a 'Drag and Drop' area and a URL input field.
- 6** 'Add' button in the top right corner.

- 1 Goal Name:** The title of your Performance Goal
- 2 Goal Details:** Include the details of your SMART Goal
- 3 Comments:** Use this field to add additional comments or updates throughout the year
- 4 Start Date:** When the Goal begins  
**Target Completion Date:** When you plan to complete the Goal
- 5 Supporting Documents:** Upload additional documents via drag and drop, click to upload, and/or paste URL link
- 6 Add:** Save and return to Performance Goal Plan page  
**Cancel:** Discard changes and return to Performance Goal Plan page

**Note:** All goal additions and changes are automatically updated and do not require approval. Since managers will not be notified of changes, please be sure to connect regarding relevant goal additions or updates.