

Good morning, DePaul Employee

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

Goals - Add a New Performance Goal

Directory	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits



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Click 'Me.'

# WELCOMING, DePaul Employee

- Me
- My Team
- Procurement
- Tools
- Others

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APPS

Directory	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits



Good morning, DePaul Employee

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QUICK ACTIONS








- Personal Details
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APPS

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Click 'Career and Performance.'

Back

 Journeys	 Pay	 Time and Absences	
 Career and Performance	 Personal Information	 Learning	 Benefits



Career and Performance



3/10  
Click 'Goals Center.'



Skills and Qualifications

Build your talent profile by adding skills and qualifications.



Goals Center

Set and manage your performance and development goals.



Performance

View performance documents and complete related tasks.



Feedback Center

View or request feedback about yourself.

4/10

The Performance tab should be selected by default.

Click 'Next' to continue.

Next

Performance

Development

Review Period  
2025-26

+ Add

View Plan Details

Add goals and align your work with your organization's vision.

Enhance your performance and contribute to your organization's success.

# My Goals

DePaul Employee

Performance Development

Review Period

5/10

Click 'Add.'

+ Add

View Plan Details

Add goals and align your work with your organization's vision.

Enhance your performance and contribute to your organization's success.

DE

## New Goal

DePaul Employee

Cancel

Add

6/10

Enter the **name of this goal** in the field provided.

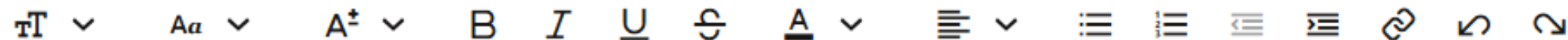
**What's the name of this goal?**

Start writing a clear and concise goal name here.

Required

**What will indicate that this goal is achieved?**

Specify the success criteria for this goal here.



Field Data

**Transit Completion Date**

DE **New Goal**  
DePaul Employee

Cancel Add

What's the name of this goal?

Goal 1

What will indicate that this goal is achieved?

7/10 x  
Enter the **success criteria** for the goal in the field provided.  
Back

Specify the success criteria for this goal here.

Formatting toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Undo, Redo.

Start Date Target Completion Date





### What's the name of this goal?

## Goal 1

**What will indicate that this goal is achieved?**

## Success Criteria

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**NOTE:** Please do not make any changes to these fields. The auto-generated dates are correct for this performance appraisal.

Click '**Next**' to continue

## Next

Start Date  
7/1/2025



Target Completion Date  
6/30/2026



DE **New Goal**  
DePaul Employee

Cancel

Add

9/10

Click 'Add' when complete.

Back

What's the name of this goal?

Goal 1

What will indicate that this goal is achieved?

Success Criteria

Font formatting toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (A), Background Color (■), Bulleted List (≡), Numbered List (≡), Decrease Indent (≡), Increase Indent (≡), Link (🔗), Undo (↶), Redo (↷).



## My Goals

DePaul Employee

Performance Development

Review Period  
2025-26

+ Add

View Plan Details

10/10

Congratulations! You have successfully added a goal. Typically employees add 3-5 goals, so complete this process as many times as necessary.

Once you are satisfied with your goals, click '**Submit**' to send them to your manager for approval.

If you are dissatisfied, you may click '**Discard**' to start the process again.

NOTE: Once your goals have been submitted, you will not be able to make any changes until your manager approves them.

Click '**Next**' to complete this walkthrough.

Next

### Pending submission for approval

Submit or discard the changes you made.

Submit Discard

Pending submission

Created By

Not started

## My Goals

DePaul Employee

Performance Development

Review Period  
2025-26

Congratulations! You have successfully added a goal.

+ Add

View Plan Details

**Pending submission for approval**

Submit or discard the changes you made.

Submit Discard

Pending submission

Created By

Not started

My Goals