1. **Accessing Goals**
   - Login to ADP Workforce Now
   - On the tabs at the top, click **Myself**
   - Under Talent, click **Performance Goals**
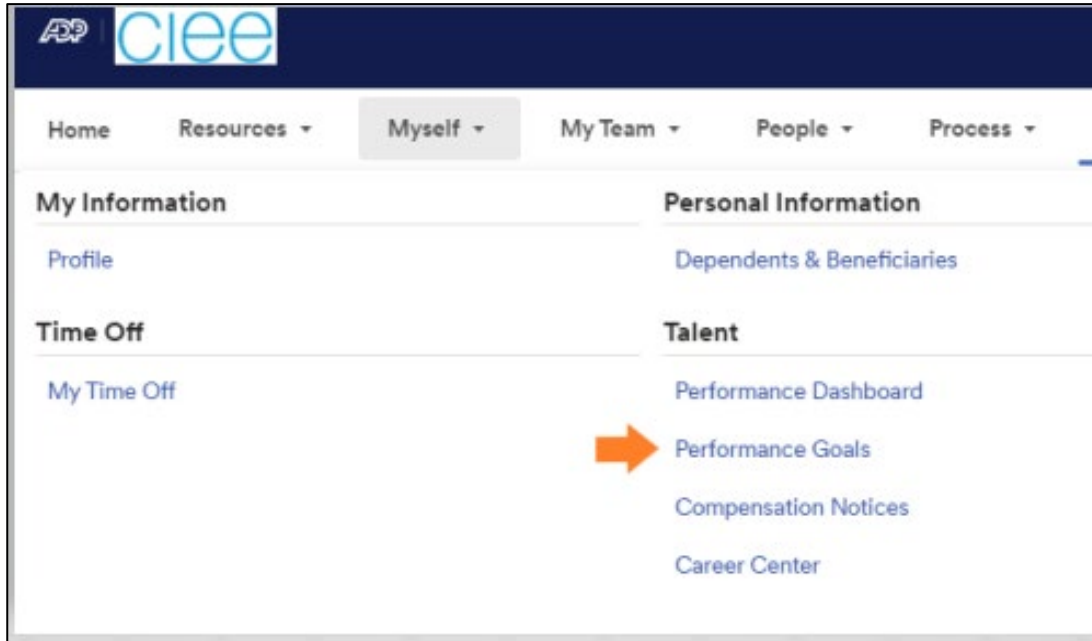
2. **Creating a Goal**
   - Click **Create a Goal**

For questions or problems please reach out to Human Resources:
US Staff: hris@ciee.org
International Staff: awells@ciee.org

On the next screen fill out the following fields:
- **Give A Name to This Goal**
- **Description of this Goal**
- **What category does this goal belong to?**
  - Goals can be categorized as Developmental, Personal, or Both

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Scroll down and complete the following fields:
- **Target Start Date**
  - This must fall within the fiscal year (September 1 – August 31)
- **Target Completion Date**
  - For this fiscal year, this should be on or before August 31, 2023
- Optional: Enter any milestones associated with the goal by clicking **Add/Remove Milestones**

Reviews and Weightings

- Click **Include in my Next Review** and select **Annual Review** from the dropdown list.
  - Goals will not pull into the next review, and you will need to be manually pull them in if you fail to choose this option.
- Click **Submit**

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Milestones

If you choose to enter milestones for your goal, the screen below will appear. You will be able to define the milestone target date, description, and identify how you will know that you have successfully achieved the milestone.

Submitting Goals

After you hit Submit, a confirmation screen will appear if you would like to enter more goals choose **Yes** to start creating another goal or **No** to return to the Performance Goals screen.

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Submitted goals will show a pending status until approved by your manager. Once you submit a new goal or make edits to an existing goal, you will see that it is now pending approval by your manager:

Keeping Goals Up to Date

As we move through the fiscal year, you should be periodically checking on the status of your goals, discussing them with your manager, and making any edits or changes. This will not only keep your goals current but will also have them reflect more accurately once they are pulled into your performance review.

Once your goal has been approved some of the options you have are highlighted below.

Please note that any of these changes shown in the following section will require manager approval.

Goal Status

When you create a goal, the status defaults to **Active.**


- If you have completed the goal, you should change the status to **Complete**.
    - When you mark a goal as complete it will show the appropriate status under your **Performance Goals** tab.

    - If a goal is not marked complete it will continue to track progress after the fiscal year ends which results in an overdue status.
- If the goal has become irrelevant, you can change it to **No Longer Pursued** (with manager approval).

- Completion Details
    - If you mark your goal **Complete** you should also update the **Achievement** % to reflect 100% and fill in the actual start and completion dates

- Milestones
    - if you have indicated milestones for your goals, you should be monitoring these throughout the year as well and update as needed.

Historical Goals

Once the current year's performance review cycle has been closed and you have marked all your goals as complete and your manager has approved, you can mark the goals as historical so they will no longer show on the current goal screen.

To mark a goal as historical, simply click on the three dots in the upper right and select **Mark as Historical.**
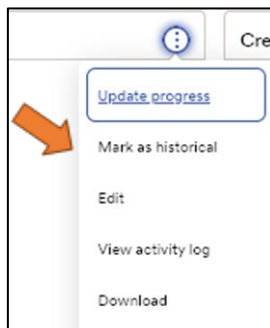
You can view your historical goals by clicking the View Historical Goals tab on the Performance Goals Dashboard.