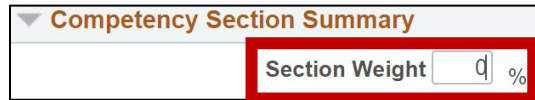


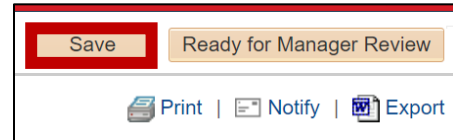
If you use goals as your primary performance model, you need to tell the system to “ignore” the competencies section in your performance review rating. Some administrative items will be needed later in the process. However, this ensures your goals are counted 100% for your performance rating.

1. Click on the **Competencies tab**.
 - a. In the first competency, make the weight 100%. In the remaining competencies, enter 0. This will support efficiencies in a later step.
 - b. In the Competency Section Summary, Section Weight field, type 0 (zero).
 - c. Click **Save**.



Competency Section Summary

Section Weight %



Save Ready for Manager Review

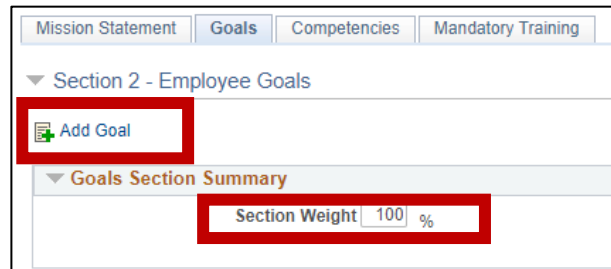
Print | Notify | Export

The competencies weight fields will be blank.



Section Weight %

2. Click on the **Goals tab** to complete your goal criteria.
3. Update the Goals Section Summary, Section Weight to equal 100%.
4. Add your goals and weigh each goal so that all of your goals add up to 100%.



Mission Statement Goals Competencies Mandatory Training

Section 2 - Employee Goals

Add Goal

Goals Section Summary

Section Weight %