

## Entering and Approving Goals in the ULearn System

### For Employees:

Discuss your goals for the year with your supervisor prior to entering them into the ULearn system.

### To Advance Last Year's Goals:

Go to [ulearn.umn.edu](http://ulearn.umn.edu)

Log in with your Internet ID and password

Under the performance tab, click goals

Select Previous Period from the drop down menu, and enter last review cycle dates (ex:7/1/15-6/30/16)

Find the goal you would like to forward for current year and click arrow icon on the far right to advance.

Make edits to description and weight and set dates for current period, 4/1/16-3/31/2017

Click Next

Assign goal to yourself (This should be the default that is selected)

Click submit

Repeat for any additional goals that need to be advanced from previous year.

**Notify your supervisor via email that your goals have been entered.**

OR

### To Enter New Goals:

Go to [ulearn.umn.edu](http://ulearn.umn.edu)

Log in with your Internet ID and password

Under the performance tab, click goals

Click the create button

Add your goals, 1 at a time, assigning weight to each goal totaling 100% (we recommend 3-5 goals)

Click next

Assign goal to yourself. (This should be the default that is selected)

Click submit

Repeat this process until all goals are entered

**Notify your supervisor via email that your goals have been entered.**

Note: You may also choose to not weight your goals. In that case, weight will be divided equally for each goal entered (i.e. 5 goals would be auto-assigned to 20% each). Weighting goals is recommended.

Dates assigned should be 4/1/16-3/31/17

### For Supervisors:

Employees will notify you that their goals have been entered into the ULearn system.

**To Approve Goals:**

Go to [ulearn.umn.edu](https://ulearn.umn.edu)

Log in with your Internet ID and password

Under the performance tab, click Manage Employee Performance

Click Manage Pending Goals

If you have previously discussed goals with your staff, you can select all and approve

If you have not previously discussed the goals, click each goal, review/add comments and approve

Note: If you make edits or deny a specify goal, contact the employee to make changes or re-enter the goal, and repeat the process

Notify your staff via and email/meeting that goals have been approved.