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
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
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
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.