

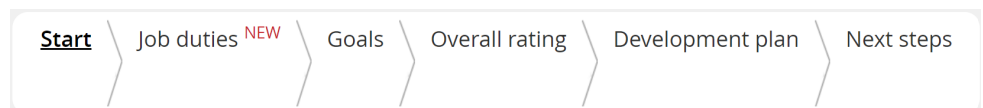


Plan

TO COPY GOALS INTO THE NEW PLAN FROM A PREVIOUS PLAN

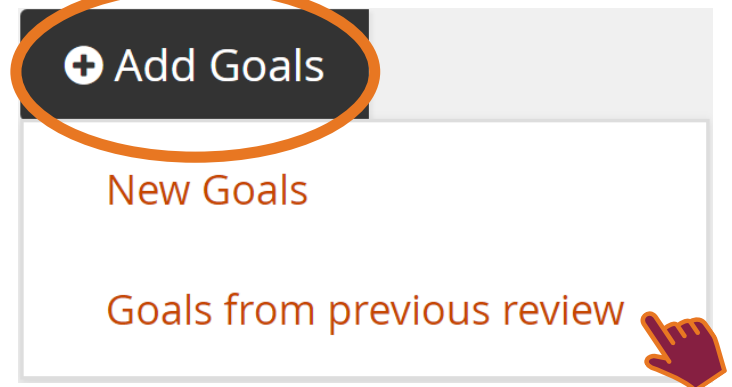
1. Begin in the planning stage of the performance plan. Once in the Goals section, as shown in Figure 1, you have the option of typing new Goals or importing previous Goals.

FIGURE 1.



2. To import previous Goals, select **Add Goals**, then select "Goals from a previous review," as shown in Figure 2.

FIGURE 2.



This feature only works if there are previous goals to import from the employee's prior plan.

3. Select the category to import goals from, as shown in Figure 3.

4. Select the title of the previous goal, as shown in Figure 4.

5. Verify the description of the goal prior to adding it to the current review, as shown in Figure 4.

6. Once confirming the the previous goal still applies, select **Add Goals**.

7. This goal can be edited once on the performance plan.

FIGURE 3.

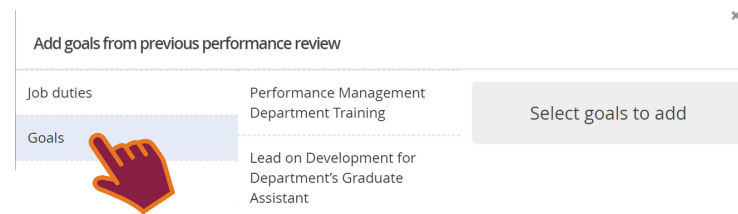


FIGURE 4.

