Editing or Deleting a Goal

For Staff

There are many reasons to change a performance goal including:

- Change in your role, a promotion, new job duties, a department move.
- New supervisor, a change in department or unit goals.
- Completion or delay in a project.
- Achievement of a significant milestone or re-prioritization of key activities.

Login to myHR Learn at learn.northwestern.edu.

Edit a goal from the Me page

- Inside myHR Learn, click Me.
- Click Goals and Objectives.
- Click the goal name.
- Locate the STATUS box on the right side of the screen.
- Click Edit.
  - The Edit Goal dialog appears (shown at right).
  - You can update the title, description, and due date.
- Do not check the Exclude from Reviews box. If you do, your goal will not be included in your review.
- When finished, click SAVE.

Deleting a goal

To permanently delete a goal from your performance plan, you must first delete it in the Reviews page, then delete it in the Me page.

1. From the myHR Learn Home page...
   a. Scroll down to the REVIEWS portlet, and click Open.
   b. Select CURRENT REVIEW and MY REVIEW and click Open.
c. Scroll down and expand the Goals section.
d. Locate the goal you want to remove. Click the trash can.
e. Click YES to confirm.

2. From the Me page…
   a. Click Goals and Objectives, and locate the goal.
   b. Click the corresponding down arrow below ACTIONS (shown at right).
   c. Click DELETE if option is available (shown at right).
      Note: If you reverse the order of the steps, or delete a goal only from the Me tab, you receive an error message telling you that you cannot delete a goal.
   d. If DELETE is not shown as an option, click ARCHIVE.