

## Setting Your Goals

### For Staff

#### Overview

- Set your goals at the beginning of the performance year with your supervisor and enter them in your Review in myHR Learn.
- Set two to four SIMple performance goals that will be fulfilling to achieve.
- When finished, click **SAVE**. *Do not click Submit* until the end of the performance year when you are ready to share your self-review with your supervisor.

Login to myHR Learn at [learn.northwestern.edu](http://learn.northwestern.edu).

#### Access your performance plan

From the myHR Learn Home page...

1. Scroll down to the **REVIEWS** portlet.
2. Click **OPEN**.

#### Enter your goals

In the **Goals** section:

3. Click **ADD > NEW**.

Enter the first goal in the Title field (150 characters maximum), or enter a short descriptive phrase, if the SIMple goal does not fit.

- a. Under **Category**, click the arrow for the drop-down list and select **performance goals**.
- b. The default date range for each goal is the performance year associated with the review. You may edit to choose a target date within the performance year (optional).

ADD NEW GOAL ×

[Align to parent goal](#)

Title: \*

Category: \*  Start: \* 01-May-2017 Due: \* 30-Apr-2018

[v Add details](#)

- c. Click **ADD DETAILS**. Use the Description box (unlimited size) to state the goal in full (if it did not fit in the title) and to describe how you fulfill the goal.
- d. Click **SAVE & ADD ANOTHER** in the lower right hand corner to create your next goal.
- e. When you have entered all of your goals, click **DONE**.

Ready to login?  
[learn.northwestern.edu](http://learn.northwestern.edu)

Access additional tools and resources:  
[perform.northwestern.edu](http://perform.northwestern.edu)

**Help:** For policy and process questions, contact your unit's HR Administrator.  
For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu).

REVIEWS

Current Reviews  My reviews

Performance Year 2017-2018 (71717)

My review  
[Open](#) | [Submit](#)

GOALS