For staff or supervisors, this job aid shows how to edit a goal already entered in performance excellence. Goals may be edited throughout the year due to role changes, supervisor or team changes, or reprioritization.

Login to myHR Learn at learn.northwestern.edu

1. **To locate the goal listing:**
   a. **For Staff:**
      i. Click **ME** along the purple bar at the top of the homepage.
      
      ![Me Button](image)

      ii. Select **GOALS AND OBJECTIVES** from the boxes at the top.

   b. **For Supervisors:**
      i. Click **MY TEAM** along the purple bar at the top of the homepage.
      
      ![My Team Button](image)

      ii. Under a staff member’s name, click **GO TO**, and then **GOALS**.
2. Click on the name of the goal you would like to edit to advance to the goal detail panel.

3. From the goal detail panel, find the status box in the upper right hand corner, and click EDIT.

4. A pop-up will appear with the goal title and description as initially entered. All fields are fully editable from this view. Make your changes and press SAVE. If this goal is a part of a current review, all changes made here will be reflected within the review form.