

Villanova University Human Resources
Performance Management Resource Guide
CREATING OR UPDATING A GOAL PLAN

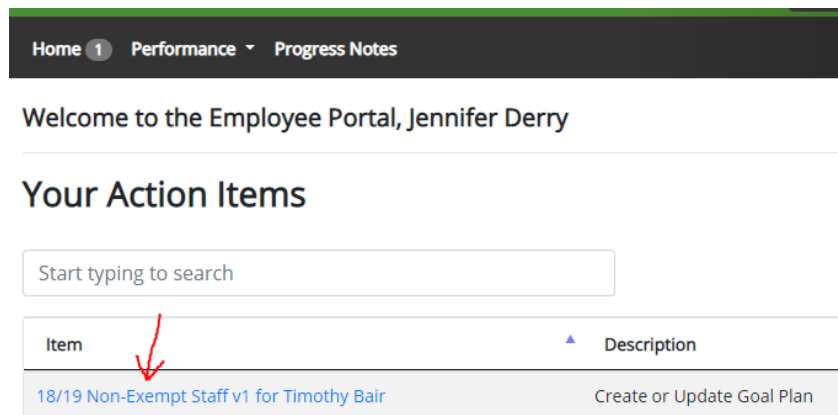
What is a Goal Plan?

A Goal Plan is a supervisor task that is set in collaboration with the employee to set goals and clear expectations of how the employee can be successful and grow professionally during the upcoming year. This process begins during the annual review, when the supervisor and employee propose goals for the new cycle. Any goals that were set at the end of the last review will automatically populate in the new cycle’s plan form. New employees will need to have their plan created from scratch. Any goals set in the Plan step will become part of both the employee’s Self-Evaluation and the Supervisor Evaluation later in the cycle.

Creating a Goal Plan

Supervisors will receive an email prompting them to log into the online Performance Management system to complete Goal Plans for each of their employees. To access the plan, either click the link in the email, or navigate to <http://jobs.villanova.edu/hr>, log in, and go to the Performance Management Portal.

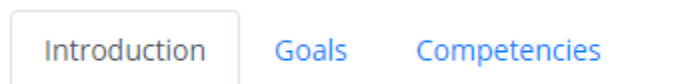
The Goal Plan step for each employee will be listed in the supervisor’s Action Items inbox on the home screen.



Click the blue link to access the employee’s Plan.

Use the Plan form to set and/or update the staff member's goals. Click [Next >](#) at the bottom of each page or click directly on a tab to move between sections. Required information will be noted with an asterisk (*).

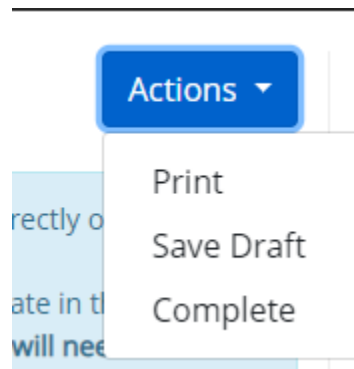
Tabs look like this:



Any goals you entered into the “Future Goals” section of the last performance review will automatically populate in this form. **If future goals were uploaded as an attachment into the last review or included with one’s self-evaluation, they will need to be manually copied and pasted into this form.**

The plan does not need to be completed in one sitting; click on [Save Draft](#) to continue working on it at a later time.

Once you have finished creating the plan, click [Complete](#) either at the bottom of the Competencies tab or from the blue **Actions** button. Doing so will make the plan visible to the employee.



You may edit a plan once it has been submitted by opening the Plan, clicking the **Actions** button and selecting **Revise**. You may revise a Goal Plan up until the Self-Evaluation and Supervisor Evaluation forms go live.

