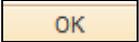




### TM-01.5 CABQ - Create Career Goals

Step	Action
1.	Go to the employee's performance document.  Click the <b>My Career Goals</b> tab. 
2.	Click the <b>Add Item</b> link.
3.	Enter the desired information into the <b>Learn the duties and processes of Class &amp; Compensation by job sha</b> field. Enter " <b>2/1/2017.</b> ".
4.	Just as you did in the Performance Goals tab, add the <b>Title</b> of the Career Goal and the <b>Description</b> .  Remember that the description should include the following: <b>Development Target</b> - What do I need to improve? <b>How to Achieve</b> - What Development Method(s) will I (employee) use? <b>Measurement</b> - How will I measure my improvement? <b>Completion Date</b> - When will I complete my Development Target? <b>Results</b> - What was the impact on my performance?
5.	Check for spelling errors -  Click the <b>Spell Check Long Description</b> button. 
6.	The system will alert you to misspellings or let you know that no misspellings were found.  Click the <b>OK</b> button. 
7.	Click the <b>Add</b> button. 
8.	Click the <b>Create Development Document Create Performance Document View Ab</b> object.
9.	The new Career Goal has been added to the employee's Performance Document.
10.	When you have finished adding two or more Career Goals -  Click the <b>Save</b> button. 



Step	Action
11.	After Saving your additions -  Click the <b>Approve</b> button. 
12.	The system will ask you if you want to confirm your update. If you want to go back to the document before proceeding use the Cancel button. In this training, use Confirm to continue.  Click the <b>Confirm</b> button. 
13.	To view an updated progress status -  Click the <b>Expand</b> button. 
14.	Notice that the Define Criteria stage is yellow which means "In Progress".  Click the <b>Reload</b> button. 
15.	You have completed all tabs of the employee's Performance Document. The Define Criteria status has changed to Complete (green radial button with checkmark). All steps are now complete for the beginning of the performance year.  The system will alert you when Checkpoint 1 activities are ready to begin.
16.	Congratulations! You successfully completed the <b>Create Career Goals</b> course. <b>End of Procedure.</b>