

Manager Copies Goals from Prior Year Goal Plan

This step is to be used by managers who have completed a goal plan for their employee(s) in the prior year.

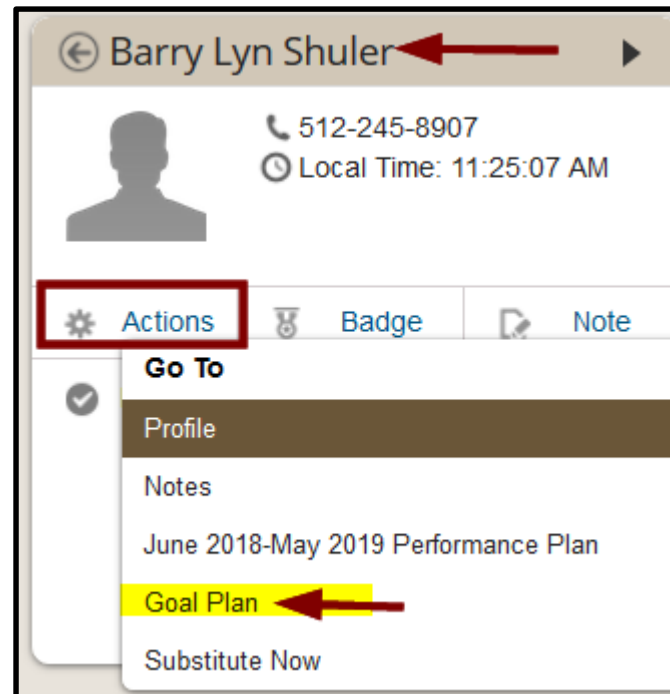


Access Performance Management by using your Texas State
Net ID and password to logon to this site:

www.hr.txstate.edu/performance-management/login.html

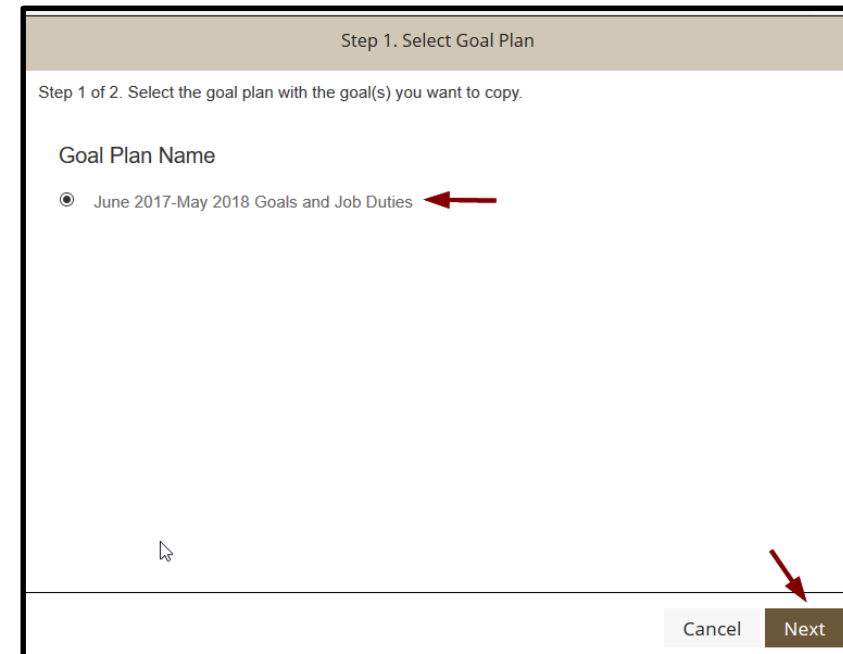
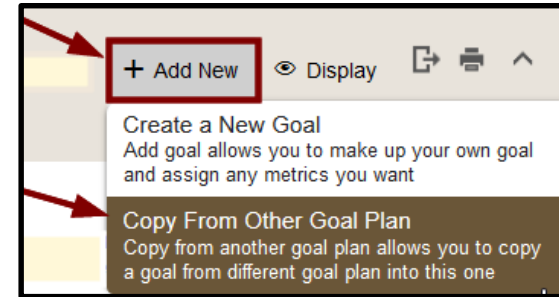
Step 1

- From the home Performance Management home page, under the “My Team” tile select the individual to copy goals for their goal plan.
- Select the employee, use the Action button on the tile, and click on “Goal Plan”.



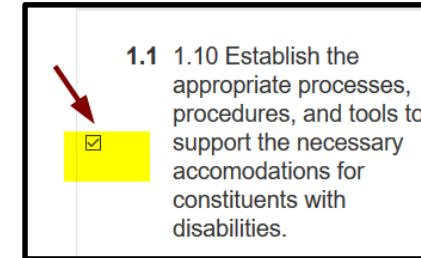
Step 2

- In the goal plan, click “Add New” and then from the options available click “Copy From other Goal Plan.”
- Copy goals from the June 2017- May 2018 goals and job duties with a click of the radio button and then click “Next”.



Step 3

- Select the goal(s) to copy by checking the box next to the goal.



- One or all goals and job duties can be copied in one action.
- Click all of the check boxes, if you want to copy all of the goals for the new plan.
- Click the “Copy” button.

Step 2 of 2. Select Goal

Goal 1: Promote the success of all students.

University Goal Or Job Duty	Individual Description for Goal or Job Duty	Goal or Job Duty Measurement	Status	Start	End	How Will Success Be Measured?
<input checked="" type="checkbox"/>	1.1 1.10 Establish the appropriate processes, procedures, and tools to support the necessary accommodations for constituents with disabilities.	test for the plan	On Track	06/01/2017	05/31/2018	test for the plan
<input checked="" type="checkbox"/>	1.2 4.13 Provide programs and services that support and enhance the health and wellness of the university community.	testing	Not Yet Started	06/01/2017	05/31/2018	testing

Goal 2: Offer high quality academic and educational programming.
You have no goals in this category.

Goal 3: Achieve significant progress in research and creative activity as measured by national standards.
You have no goals in this category.

Goal 4: Provide the necessary services, resources, and infrastructure to support the university's strategic direction.

University Goal Or Job Duty	Individual Description for Goal or Job Duty	Goal or Job Duty Measurement	Status	Start	End	How Will Success Be Measured?
<input checked="" type="checkbox"/>	4.1 4.9 Increase the utilization and effectiveness of available technologies through more impactful implementations, education, training, marketing, and	Develop software for the ABC project.	On Track	06/01/2017	05/31/2018	TBD

Cancel Back Copy

- The goals are copied to the goal plan for the new performance cycle.

Barry Lyn Shuler ▾ June 2018-May 2019 Goal Plan ▾

roduction

1-7 of 7 Goals

Promote the success of all students.


University Goal Or Job Duty

1.1 1.10 Establish the appropriate processes, procedures, and tools to support the necessary accomodations for constituents with disabilities. [Edit](#)

1.2 4.13 Provide programs and services that support and enhance the health and wellness of the university community. [Edit](#)

- The goals and job duties can be edited or adjusted as needed for the new cycle.
- Click “Edit” to make adjustments to the goal.

1.1 1.10 Establish the appropriate processes, procedures, and tools to support the necessary accommodations for constituents with disabilities. [Edit](#)



- For more information on editing see the job guide on [how to edit goals](#).

Contacts

Email: performancemgmt@txstate.edu

Phone: 512.245.2557.

This information is available in alternate format upon request from the Office of Disability Services.

