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.

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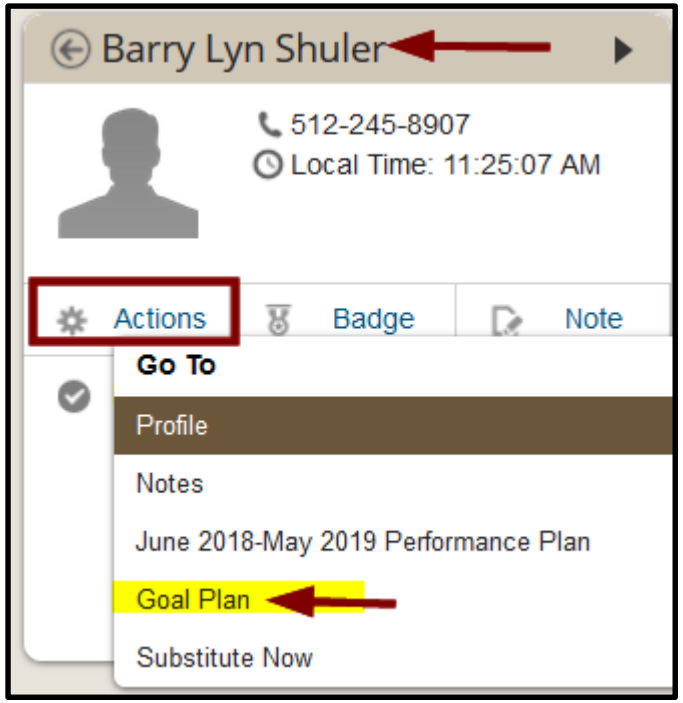
Access Performance Management by using your Texas State Net ID and password to logon to this site:

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

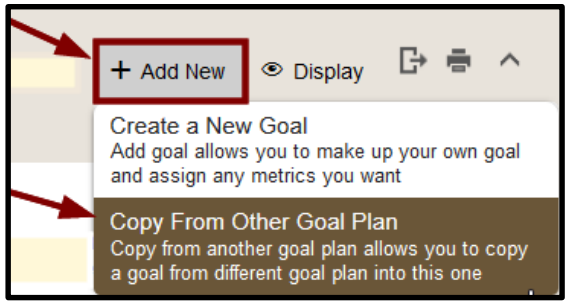
Step 1

- 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”.

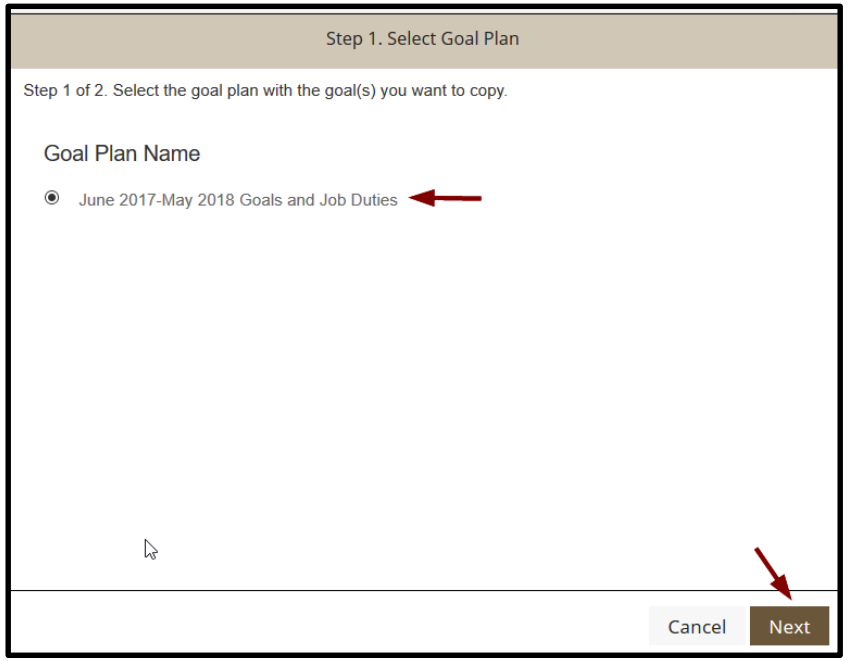


Step 2

- In the goal plan, click “Add New” and then from the options available click “Copy From other Goal Plan.

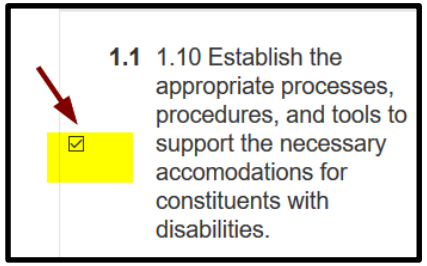


- Copy goals from the June 2017- May 2018 goals and job duties with a click of the radio button and then click “Next”.

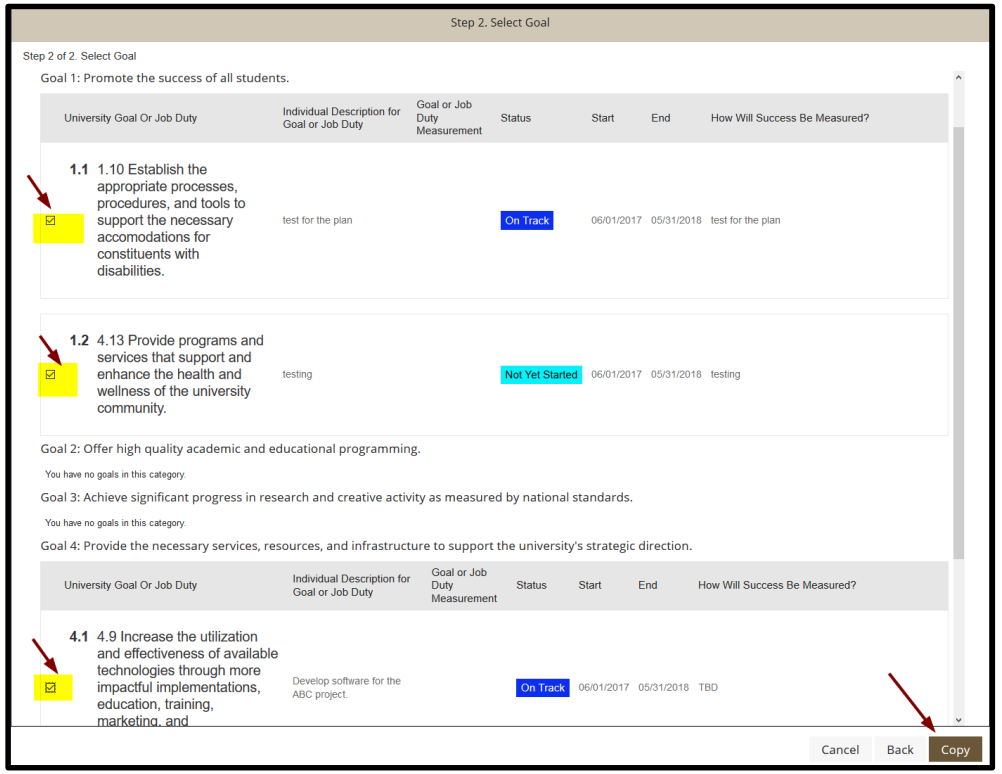


Step 3

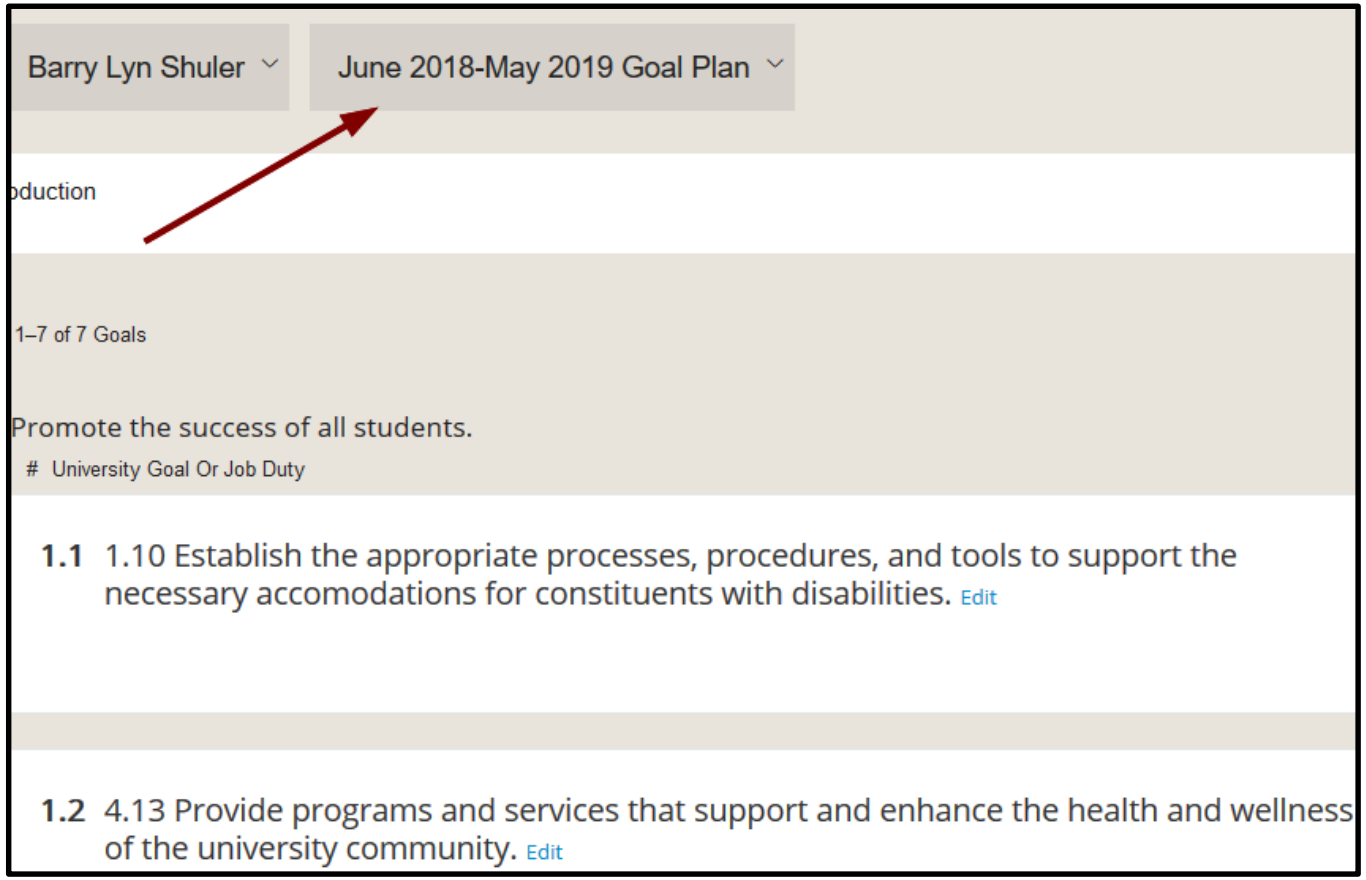
- Select the goal(s) to copy by checking the box next to the goal.



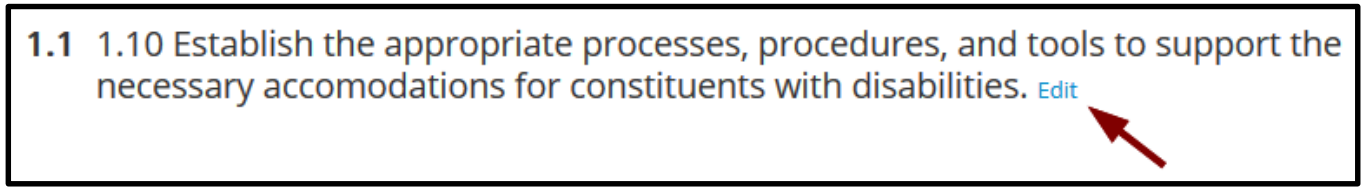
- One or all goals and job duties can be copied in one action.
- Click all of the check boxes, if you want to copy all of the goals for the new plan.
- Click the “Copy” button.



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



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



- For more information on editing see the job guide on how to edit goals.

Contacts

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

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