

How Do I Add A Goal to My Performance Review After The Review Has Already Launched?

My performance review has already launched, but another goal should be added. What should I do?

You can still enter goals in Shark Talent for the previous performance period.

In the Shark Talent system, when you are creating the goal, or advancing a task goal, change the start date and the end date to coincide with the appropriate review period (the *prior* fiscal year), and then submit the goal for approval.

Once your Immediate Supervisor approves your goal, you should see it appear in your review.

If you have not previously opened your review to Step 1-Self Evaluation, all your prior year's approved goals should display in your review and the system will auto populate the weighting of all the goals in the review to total 100%.

If you have already started your review Step 1-Self Evaluation, once the newly approved goal appears in the review, you will need to manually adjust the weighting of ***all the goals in the review*** to total 100%.

If you have already submitted your review Step 1-Self Evaluation, you should have your Immediate Supervisor reopen your review to Step 1. The newly approved goal should then appear in the review. You will need to manually adjust the weighting of all the goals in the **review** to total 100%.

If you did not complete your review Step 1-Self Evaluation, you should have your Immediate Supervisor reopen your review to Step 1. The newly approved goal should then appear in the review. You will need to manually adjust the weighting of ***all the goals in the review*** to total 100%.