<table>
<thead>
<tr>
<th>Procedure</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click the link from the email to access the faculty performance assessment and planning tool or go to <a href="http://www.bcm.edu/hr-solutions">http://www.bcm.edu/hr-solutions</a>. Faculty accessing the system through non-Baylor networks will need multi-factor authentication – instructions are available here: <a href="http://www.bcm.edu/hr-solutions">BCM Multi-Factor Authentication (MFA)</a>.</td>
</tr>
</tbody>
</table>
| 2 | You will see a window that features tiles that contains information such as a to-do list or a link to helpful resources. General navigation, the home icon, is in the upper left.  
  - Home:  
  - Goals:  
  - Performance:  
  - The To-Do list features important tasks to be aware of and their due date | ![Screenshot of the faculty performance assessment and planning tool](image)
<p>| | |</p>
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<tr>
<td>3</td>
<td>To get started adding goals, you may make changes (additions, edits, subtractions) to your goals in the goals section. This can be accomplished using the Goals section under the upper left tab.</td>
</tr>
</tbody>
</table>
| 4 | You may see some goals already pre-populated or goals you entered. These goals have been supplied by your department chair. If you have questions about any pre-populated goals, please contact your administrator. You may also add goals that you have previously received from your department chair or supervisor as well as any goals you want to add.  
   
   As a supervisor you may select the name drop down to look at, and edit, the goals of your direct reports. |
Once in the goal plan, there is a drop down box to indicate which goal plan you are currently viewing.

For review periods between July 2019-June 2020 please use the 2020 Faculty Goal Plan
July 2020-June 2021 please use the 2021 Faculty Goal Plan

To create a new goal, click on the "+ Add New" button. The add goal button provides the following options:
- Create a New Goal
- Goal Wizard
- Copy from Other Goal Plan
Selecting create a new goal provides 2 options: personal and library goal. Personal goals are goals that can be created from a blank template. Library goals are goals that have been populated in the system based upon previous goal entry by BCM faculty.

- **Personal Goal**
  Personal Goals allow you to make up your own goal and assign any metrics you want.

- **Library Goal**
  Library Goals are selected from an organized library with suggested metrics.
Selecting create a new personal goal allows entry of information for goal. The fields available are as follows:

- Category
- Goal Name
- Goal Description
- Target – Con. Exceeds
- Target – Exceeds
- Target – Succ. Meets
- Target – Somewhat Below
- Target – Below
- Goal Actual
- Status
- Start Date
- Due Date
- Status Update

Only the following fields are required:

- Category
- Goal Name
- Target – Succ. Meets

It is recommended that you provide as many fields as possible.
Selecting create a new library goal allows selection of goals by mission-area. You may select as many goals as you want and hit the Add Selected button at the bottom. Doing so brings up each individual goal to make any adjustments.

You may also copy a goal from an existing goal plan that already has goals. This will facilitate the creation of goals in subsequent years. To copy a goal select Add New and then Copy From Other Goal Plan.
Selecting Copy From Other Goal Plan brings up a list of existing goal plans.

**Step 1. Select Goal Plan**

Step 1 of 2. Select the goal plan with the goal(s) you want to copy.

**Goal Plan Name**

- 2016 Faculty Goal Plan
- 2017 Faculty Goal Plan
- Faculty Action Plan
Select the goal you would like to copy and click copy.
Enter each goal you would like to add. Following the entry of your goals, your Goal Plan is complete.

You may also enter goals on the form itself using the add goal button.