A “linked” goal is an individual goal that is connected, or linked, to a larger institutional goal. For instance, if the institution had an overall goal of increasing student retention by 10%, you could link your goal of “Create mentorship program for high risk students” to that larger goal. Follow the below steps to link your goals to the strategic plan in myPerformance.

1. Login to myPerformance.

2. Click on the “My Performance” tab.
3. Click the “Goals” sub tab, and then “Add.”
4. Type in any details of the goal that you would like, including:

- Title of the goal
- Description and corresponding metrics of the goal
- Weight of the goal (0%-100%)
- Action steps
- The start date, general timeline (i.e. due date), and completed date (to be filled out when the goal is complete)
5. Click the “Linked To” symbol.
6. To find the goal you want to link to:
   1. Select the process of the current fiscal year
   2. Select the correct category
   3. Click on each goal or sub-goal to see the description of that goal
   4. Once you’ve chosen the correct goal to link to, check the box next to that goal, and then click “Link”
7. Edit any goal information if necessary, and then click “OK”
8. Once there are goals in your “Goals” sub tab, you can edit them or keep track of your progress at any time. To do so, click on the title of the goal.
9. Use any or all of the following to help keep track of your progress on a goal:

- Progress on Action Steps
- Status
- Percent Complete
- Progress Flag
- Notes