

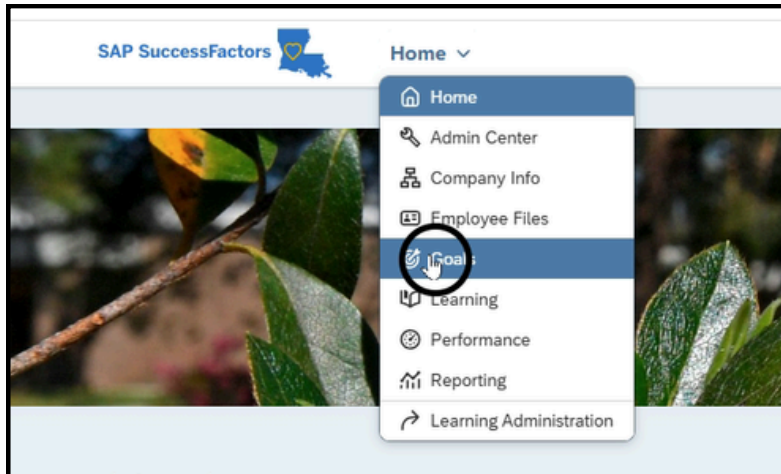


While goals may either be added through the Goal Plan or directly to the CPM Planning Form, you can only copy goals through the Goal Plan.

1

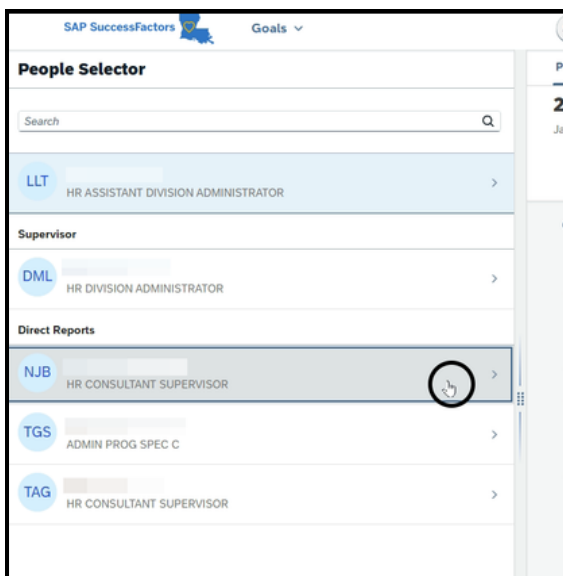
NAVIGATE TO THE GOAL PLAN

Click "Goals" in the dropdown "Home" menu.

**2**

SELECT THE EMPLOYEE

Click on the employee whose Goal Plan you want to copy.

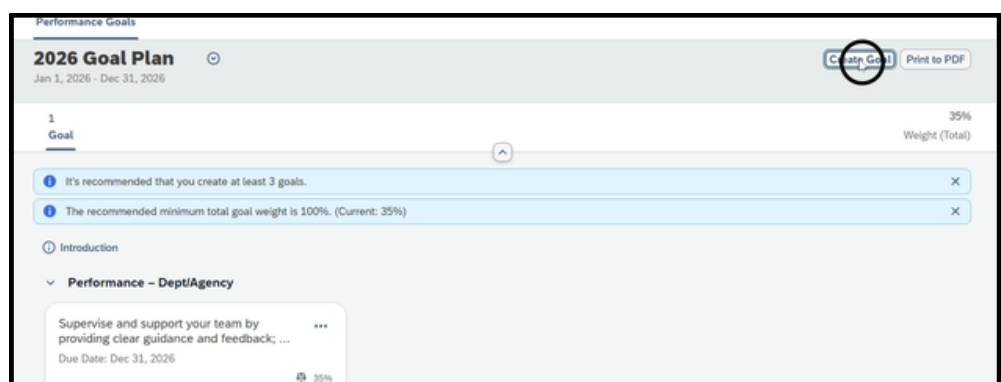


You cannot copy a goal from one employee's goal plan to a different employee.

3

CREATE GOAL

Click "Create Goal."





4

SELECT COPY

Select “Copy from Goal Plan.”

Hi, _____ !

Choose how you'd like to create a goal:

- Create from Scratch**
Create a goal with a blank goal form.
- Copy from Goal Plan**
Create goals based on your previous goal plan.
- Create from Library**
Choose goals from your goal library and add to your goal plan.

5

SELECT GOAL PLAN

Use the dropdown to select the goal plan from which you want to copy.

Copy from Goal Plan

1 Select Goals 2 Edit Goals

1. Select Goals

Select up to 10 personal goals.

Goal Plan: 2026 Goal Plan

☐ Super

2026 Goal Plan

2025 Goal Plan

6

SELECT GOALS

- Select the goals you would like to copy.
- Click “NEXT.”

Copy from Goal Plan

1 Select Goals 2 Edit Goals 3 Copy

1. Select Goals

Select up to 10 personal goals.

Goal Plan: 2025 Goal Plan

☐ Demonstrate leadership boundaries by pausing before responding to individual concerns, considering the broader team and system impact, and addressing issues through appropriate channels as situations arise.

☐ Assist with evolving department needs by effectively managing additional tasks and responsibilities.

☐ Provide timely and effective assistance in developing the Comprehensive Leadership Program by contributing to curriculum design, resource creation, and program planning as directed by December 31, 2025.

☒ Assist with the creation of the learning aids and courses for CPM as instructed by October 1, 2025.

☐ Ensure the development and release of all courses in the SCS CPTP Leadership Academy by October 1, 2025.

☐ Supervise and support your team by providing clear guidance and feedback; delegating and monitoring projects; and completing CPM and other performance management requirements.

Next Cancel



7

EDIT GOALS

Click the pencil icon to edit the goal(s).

8

EDIT GOAL DETAILS

- These fields are required.
- Click "NEXT."

Add "Goal Name"

*Goal name is required.

Add "Metric"

*Metric is required. This explains how the goal will be measured.

Change "Start/Due Date"

Add "Weight" of Goal

*The total weight must equal 100%.

Change "Category"



You will need to change the dates to reflect the current performance year.

9

COPY & FINISH

- Click "COPY."
- The goal has been added to the current goal plan.