Tracking Progress on Your Performance Goals

The goals set for you in the annual Performance Evaluation Process (PEP) flow to your personal Saba/Halogen page once the annual PEP closes. A best practice is to update your progress against your goals often. The steps below describe how to keep your goals up-to-date and make the most of the Saba performance management system.

1. Login to Saba: Type "pep.aui.edu" into any Web browser using your NRAO AD/Windows username and password.

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2. Access your Goals page: Use the drop down menu Click on My Performance and then Goals.

at the top left of your home page.

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- 3. Locate your current goals: Expand the "Options" button to add filter options.

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Tip – Add due dates and update the status of each goal to keep this page clean. If you have not set a due date for a goal, simply click on the goal, add/modify dates and status. Be sure to update old goals with dates and mark as "complete".

4. Track progress on each Goal by adding comments. The comments added to each goal will flow into your self-appraisal for the next review period.

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Below is an example of how the comments you add in your personal page flow into your annual self-evaluation form. Once the annual PEP opens, all you will need to do is summarize your accomplishments if needed and add a rating.

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Best practices:



- Set monthly reminders to review and update goal progress by adding comments.
- Set periodic meetings with your supervisor to review your goals, get clarification and feedback, and update your goals/add comments.
- Revise goals mid-year if needed.