
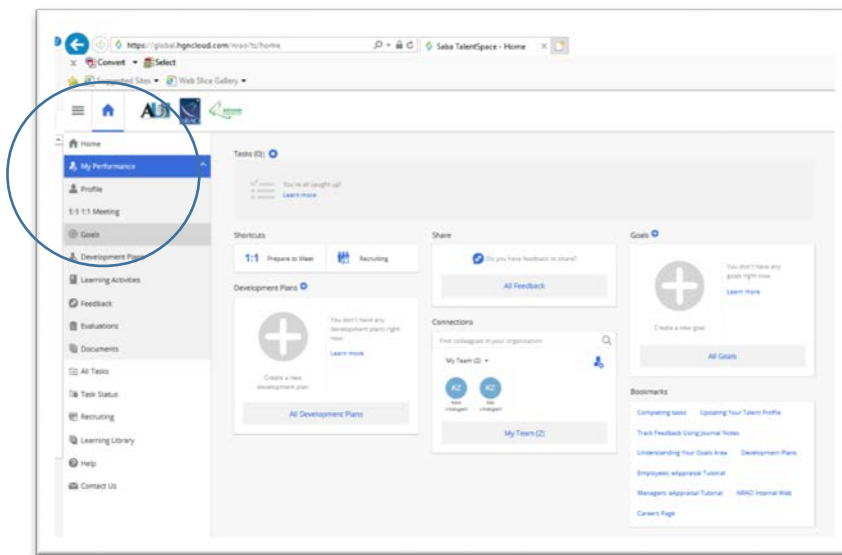


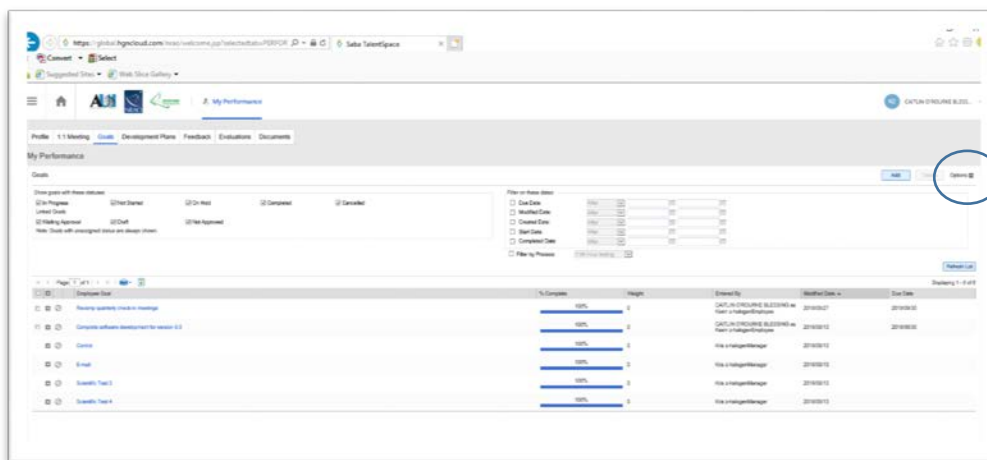
Tracking Progress on Your Performance Goals

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.
2. Access your Goals page: Use the drop down menu  at the top left of your home page. Click on My Performance and then Goals.

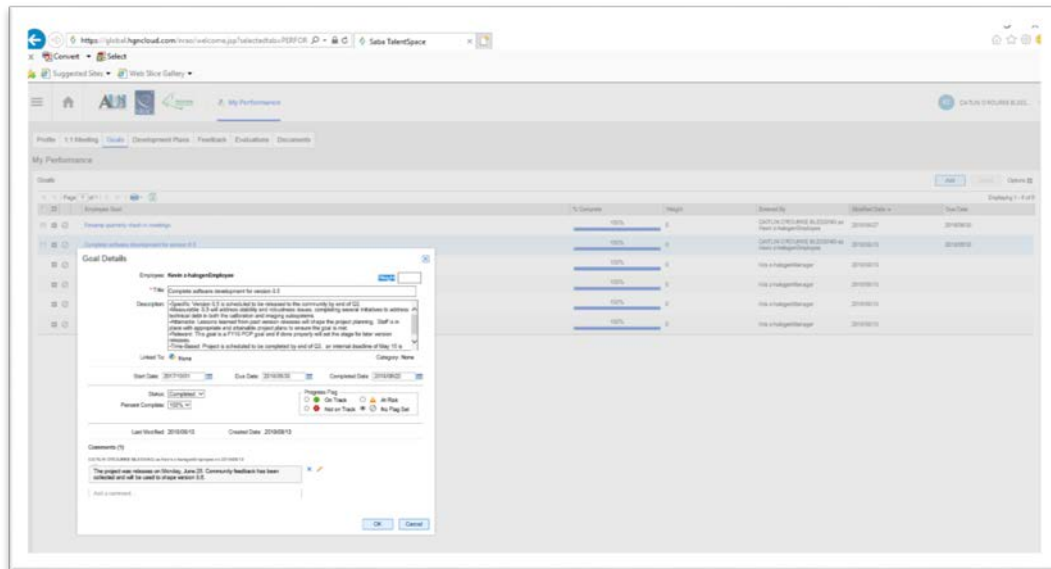


3. Locate your current goals: Expand the “Options” button to add filter options.

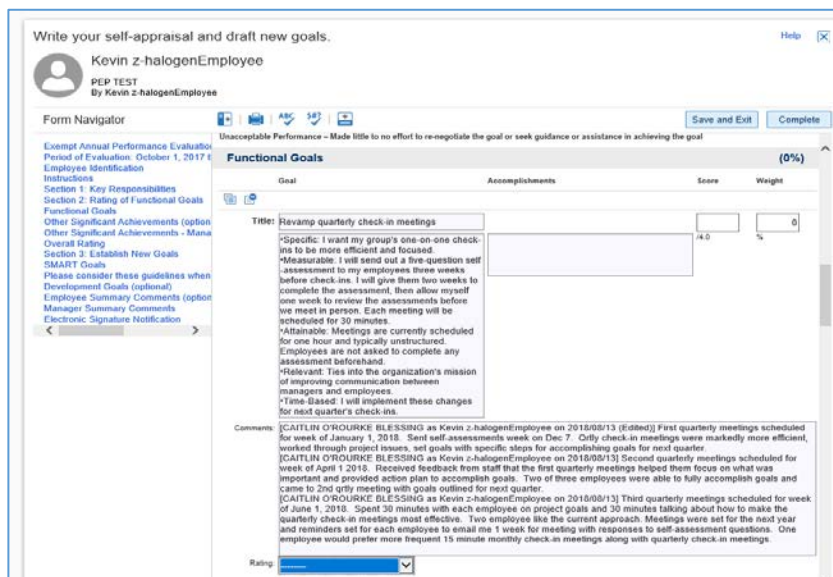


Tip – Add due dates and update the status of each goal to keep this page clean. If you have not set a due date for a goal, simply click on the goal, add/modify dates and status. Be sure to update old goals with dates and mark as “complete”.

- 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.



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.



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.