What To Do When for FY16 Goal Setting

**Employee**
- Meet and discuss goals for the upcoming fiscal year
- Draft goals in PeopleSoft (employees can easily copy goals from the previous year by clicking the “copy items” button; notify manager when ready to review)
- Meet and discuss/finalize goals
- Make final edits to document (if applicable)

**Manager**
- Review and edit goals in PeopleSoft
- Modify feedback questions to be sent to other reviewers during the performance review phase
- Complete goals in PeopleSoft

**Dates**
- August, September, and October 2015
- By October 15

- Mandatory
- Optional