# ADDING BULK GOALS IN NEOGOV

**The process below outlines how to add goals to multiple employees at once (Bulk Goals). If you need additional assistance, contact your HR Partner.**

1. Log in to NEOGOV.

2. On the menu bar, click the "Performance Evaluations" drop-down tab.

3. From the drop-down list, click "Performance Evaluation List."

   On the resulting page, for each employee, click inside the box on the left column next to the "Evaluation Plan that you want to add bulk goals." ***Make sure that the "Evaluation Plan(s)" has the same name*** and check to see that the "Status" field is *"Draft"* in the "Status Column." **You cannot add goals if the status is not in "Draft."**

4. Click the "Bulk Actions" icon. A menu will appear on the right side of the browser window. Click "Assign Goals" on the menu.

   

5. On the resulting page, "Step 2 of 3: Goals Assignment," you will perform multiple steps. First, for each employee, you will select the "Goals / Responsibilities" section (same for all employees) to add goals to the plan.
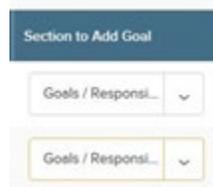
   

6. After selecting the "Goals / Responsibilities" section, click "Goal" on the top right side of the page and then click "New Goal from the drop-down list.

7. On the "Add Goal" pop-up, enter the goal title, then enter the goal description, then select the goal "Category," and finally click the green "Save" icon to accept the new goal. The goal will appear on the list in the category you selected.

8.  Repeat the steps above if you have additional goals for the same employees until you have added all the goals.

9.  After you add all the goals for the selected category, click "Next" at the bottom of the screen.

10. On the resulting confirmation page, "Step 2 or 3: Confirmation Page," you will see a list of evaluations that have been updated for each employee. Click "Submit" to finalize the actions.

11. On the resulting page, "Step 3 or 3: Bulk Actions Status," you will see "Action progress" and receive a "Bulk operation is complete, records that could not be processed are shown below." The status bar will show "100%" if all records are processed. If some actions fail, you will receive a message that will show the number of failed records.