Launch Performance Central through the hr.mc.vanderbilt.edu/performance-central/ website.
On your **Home** page, find the **My Goals** tile and select **FY2018 Goal Plan**.
View the organizational goals that have been assigned to you in the **FY2018 Goal Plan**.
Use **Create a New Goal** to add actions to support goals.

Then click **Library Goal** to continue.
Select the goal you’d like to add to the goal plan and click **Add Selected Goal**.
Select the pillar, add the details, measurement, the weight of the goal and the status. Click **Save Changes** when done.
The action will be listed in your goal plan. Repeat the steps for creating a new goal for all actions or department goals. These actions and department goals will be evaluated at the end of the fiscal year as a part of your performance evaluation.
If you have direct reports, copy goals to your whole team by clicking **Cascade Selected** or add specific actions for an individual by clicking the magnifying glass next to their name.

VUMC leadership is assigning the **ORGANIZATIONAL GOALS** in this section that will not be editable by users and cannot be cascaded.