Launch Performance Central through the hr.mc.vanderbilt.edu/performance-central/ website.
On your Home page, find the My Goals tile and select FY2017 VUMC Org. Goals (Read Only) plan.
View the organizational goals that have been assigned to you in the FY2017 VUMC Org Goals (Read Only) plan.
Switch Plan to the FY2017 Actions to Support Org./Dept. Goals (Enter Actions Here) plan to enter department goals and actions.
Use Create a New Goal to add actions to support goals.

Then click Library Goal to continue.
Select the goal category 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.