



Dear GPS User:

It has come to our attention that the 2011 planning sections on the 2010 GPS Appraisal Forms are not functioning properly.

Some GPS users may have already discovered that any goals, key accountabilities, and workplace learning plans entered into the **2011** planning sections of their 2010 GPS appraisal form are not populating correctly. According to the GPS software provider, the 2010 GPS forms can't be fixed without seriously compromising the information already entered by GPS users.

*The good news is that 2011 planning items that are added via the "MY GOALS" tab at the top of the GPS tool will auto populate the 2011 GPS forms.*

**So what should you do?** Depending on where you are in your GPS process, there are different remedies. Please review the following information and use the process that applies to your situation to ensure that your 2011 plans are properly documented.

If you have not yet added 2011 goals and 2011 workplace learning plans to your 2010 GPS form:

1. Select the **My Goals** tab in the GPS tool
2. Select *2011 GPS Goals and Objectives*, *2011 Workplace Learning* or *2011 Key Accountabilities* from the **Switch Plan** drop-down menu, depending on what type of goal you wish to enter
3. Select **Create New Goal** (or **Add New** depending on goal plan)
4. Select Personal Goal, then Type of Goal (Goals & Objectives goal plan only)
5. Enter the new goal
6. Save the new goal
7. Repeat until you have entered all of the goals you wish to include.

If you have already added 2011 accountabilities, goals, and/or workplace learning into your 2010 GPS form:

You may have discovered that items entered into the 2011 planning sections showed up in the 2010 review sections. You can move the items you entered into the right goal plan by using the **Copy From Other Goal Plan** button:

1. Select the *My Goals* tab in the GPS tool
2. Select a 2011 goal plan (e.g., GPS Goals and Objectives, Workplace Learning, or Key Accountabilities) from the Switch Plan drop-down menu, depending on what type of goal you wish to copy forward
3. Select *Copy From Other Goal Plan*
4. Select your 2010 version of the same goal plan (i.e., GPS Goals and Objectives, Workplace Learning, or Key Accountabilities) and click the Next button
5. Mark the items you wish to copy into your 2011 goal plan and select the Copy button
6. Repeat with the other goal plans until you have copied forward all desired 2011 goals
7. You may want to return to your 2010 form and delete any 2011 items that erroneously appear in the 2010 sections [AFTER copying these items into the 2011 goal plans.]

If your 2010 GPS appraisal has already moved to completion AND it has 2011 goal info in it:

1. Contact **Linda Parks (85195 or [linda.parks@lehigh.edu](mailto:linda.parks@lehigh.edu))** OR **Alice Sikorski (82789 or [ams404@lehigh.edu](mailto:ams404@lehigh.edu))** for assistance.

The [Goal Plans Handout](#) explains in detail how to utilize the *My Goals* tab to find and select the appropriate goal plan and how to add, edit, and delete goals. This handout can also be opened through a quick link from the GPS online tool.