



Updating GPS Key Accountabilities (and other goal plans) for 2011

You're ready to start your 2011 performance appraisal form and you need to populate the 2011 GPS form with your key accountabilities. Fortunately, it couldn't be easier thanks to the copying mechanism of the *GPS* tool. Below are screenshots of the *GPS* tool that illustrate how you can copy forward your 2010 Key Accountabilities into your 2011 appraisal form in a few simple steps.

1. Log on to the Campus Portal using your email ID and password. Remember to use the Internet Explorer browser as it works best with the *GPS* tool.
2. Choose the "Employee" tab. Then choose "*GPS* online tool."
3. Once you're in the tool, click on the "My Goals" tab.
4. Directly below the "Welcome, Your Name" message (near top right), there's a drop-down field labeled "Switch Plan." Use the "Switch Plan" the drop-down button [▼] to select the **2011** Key Accountabilities goal plan. Be sure you are starting with a blank slate! If you already have key accountabilities populated in this screen, check them over for accuracy and skip to step 7.
5. Copying your key accountabilities forward from 2010 to 2011 form is easy. While in the **2011** key accountability goal plan, choose the "Copy from Other Goal Plan" button.
6. A pop-up box appears. Select 2010 Key Accountabilities to copy last year's accountabilities into your 2011 Key Accountabilities goal plan. Then select the "Next" button.
7. A second pop-up box appears. Here, you can choose the specific accountabilities you wish to copy into the 2011 Key Accountabilities goal plan. Most people will select all of their previous accountabilities but you can pick and chose. After you've chosen which key accountabilities to copy forward, select "Copy."
8. A list of your key accountabilities now shows up in your 2011 Key Accountabilities goal plan.
 - You may re-order the importance of your key accountabilities by selecting the blue arrows in the far right "Action" column.
 - You can also select the pad and pen icon to edit the key accountability statement, supporting activities, and the progress & outcomes field.
 - Once the 2011 key accountabilities goal plan has been populated, this information will appear in the 2011 *GPS* appraisal form.

[Note: Information entered in the progress & outcomes fields on your 2010 form will also copy forward with each key accountability. Either delete the old information to start fresh or just update it for 2011.]

The "Copy from Other Goal Plan" feature is only available in the "My Goals" tab of the *GPS* online tool. This feature can also be used to copy forward multi-year performance, special projects, and/or developmental goals from the 2010 Goals and Objectives goal plan to the 2011 Goals and Objectives goal plan. Likewise, workplace learning activities can also be copied forward. *Just be careful to start with the current 2011 goal plan in the "Switch Plan" field at top!*

Remember that Human Resources (HR) released most of the 2011 *GPS* forms as early as possible in the calendar year. The early release allows you to keep notes for yourself on performance, workplace learning, and track goals for the entire year on an ongoing basis. Employees and supervisors are encouraged to regularly log in to the *GPS* tool to proactively track progress and outcomes.

Can't quite figure it out? Reach out to Linda Parks via phone at extension 85195 or via email at linda.parks@lehigh.edu or to Mary Ann Cahalan via phone at extension 83698 or via email at mac306@lehigh.edu. They will be able answer questions and walk you through the process.