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Administrator Topic

Troubleshooting Guide - Goal not Appearing in ==Performance== Review

If a goal is not appearing in a ==performance== review task that includes a Goal Rating section or a Goal Planning section that includes current goals, the following items may be causing the issue:
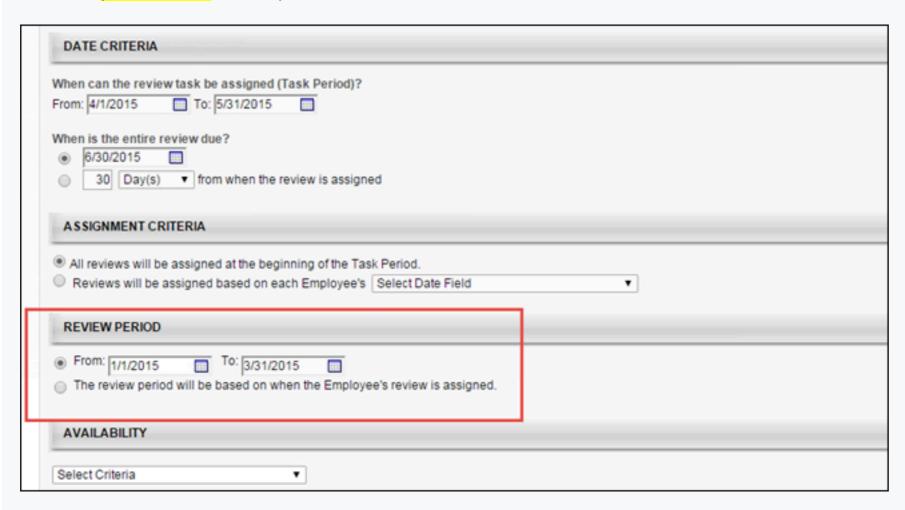
- Goal Start and End Dates
- Goal Status
- Goal Rating Section Perspective Filter
- ==Performance== Review Task Assignment Rights
- Goal is Shared

Goal Start and End Dates

A goal may only appear in a ==performance== review if either the start date or end date of the goal occur within the review period of the ==performance== review. The review period includes the start and end date of the review period.

Verify that the start and end dates of the goal occur within the Review Period dates of the ==performance== review.

- If a goal is not within the review period, the goal start date and end date can be edited so that it occurs within the review period. Then, the ==performance== review task may include the goal. However, goals that have already been included in a ==performance== review task will not be removed from the task if the goal dates are edited so that it does not occur within the review period.
- The ==performance== review period cannot be modified after the task is created.

Goal Rating Section Perspective Filter

If the Goal Rating section is set to filter by perspective, then a goal only appears in that section if the goal's perspective matches the filter.

View the settings for the Goal Rating section to see if the section is filtered by perspective. If the section is filtered by perspective, verify that the user's goal matches the Goal Rating section's perspective filter.

- The Goal Rating section within the ==performance== review task cannot be edited after the task is launched. This is because changing the perspective filter will create a new version of the section, which will not apply to