TM-01.3 CABQ - Add City Goal and review Core City Values tab

Step	Action
1.	Click the **Main Menu** button to begin the navigation. Main Menu ⌄
2.	Click the **Manager Self Service** menu.
3.	Click the **Performance Management** menu.
4.	Click the **Performance Documents** menu.
5.	Click the **Current Documents** menu.
6.	Click the **Albert Albuquerque** link. Albert Albuquerque
7.	Click the **Minimize Performance Process** button. «
8.	**City Goals** is the first tab. Click the **Add Item** link.
9.	Click the **Search** button on the **Add a Pre-Defined Item** page. Search
10.	A list of all City Goals for you to choose from will be displayed.
11.	Choose the appropriate City Goal for your department. For this training, click the **City Goal 8: GOVERNMENTAL EXCELLENCE AND EFFECTIVENESS** option. ☐
12.	Click the **Add** button. Add
13.	Your choice has been added to the **City Goals** tab. **Helpful Hint:** If you choose the wrong City Goal there is a small trash can located to the right of the City Goal. Click on it to delete the wrong choice and then add the correct City Goal.
14.	Next, move to the **Core Values** tab. Core Values are auto-populated when you create a performance document. **Review the Core City Values with your employee as you will be rating on these.**
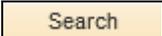
Step	Action
15.	**There are 5 Core City Values:** **1. Integrity** Employees are open-minded, flexible in their thinking, and transparent in their actions; employees are honest about their work, taking responsibility for success, failure, and correction; employees are courageous, willing to give and ask for help, then make the tough decisions that represent the right thing to do. **2. Service** Employees deliver on their commitments and follow through on their obligations as public servants; employees demonstrate knowledge of their product and operations, and demonstrate proficiency in their jobs every day; employees are aware of changing customer needs and continually improve the quality of service and its delivery.
16.	**3. Excellence** Employees each lead by example and inspire each other to thrive, excel, and achieve their personal and professional potential; employees do ordinary things extraordinarily well, and welcome and embrace learning, change, and challenge; employees are role models of respect, expertise, and professionalism that inspire trust in themselves and government; employees commit to work together as a team in order to promote communication, diversity and critical thinking with high quality outcomes. **4. Ethical Conduct** Employees use time and City resources productively for work related purposes; employees act and make choices with honesty and integrity in compliance with City of Albuquerque rules and regulations; demonstrates positive portrayal of City values, as a representative of the City on and off duty. **5. Environmental Sustainability (Departmental Goals)** Departments and employees commit to practice environmental sustainability through Reducing waste, Reuse of resources, and Recycling whenever possible; departments will promote and encourage environmental awareness and consider sustainability issues when making decisions; departments will make resources available to implement environmental risk management procedures.
17.	The ability to add manager comments to the document will be available at Checkpoints. Rating options will be available on the document at the Final Review. These processes are covered in later training sections.
18.	Save your updates when you finish adding the City Goal and reviewing the Core Values tab. Click the **Save** button. Save
19.	Congratulations! You successfully completed the **Add City Goal and review Core (City) Values tab**. **End of Procedure.**