1. Begin in the planning stage of the performance plan. Once in the Other Expectations section, as shown in Figure 1, you have the option of typing a new Other Expectation or importing previous Other Expectations.

2. To import previous Other Expectations, select Add Other Expectations, then select "Other Expectations from previous review, as shown in Figure 2.

3. Select the category to import goals from, as shown in Figure 3.

4. Select the title of the previous goal, as shown in Figure 4.

5. Verify the description of the goal prior to adding it to the current review, as shown in Figure 4.

6. Once confirming the previous goal still applies, select Add Other Expectations.

7. This goal can be edited once on the performance plan.