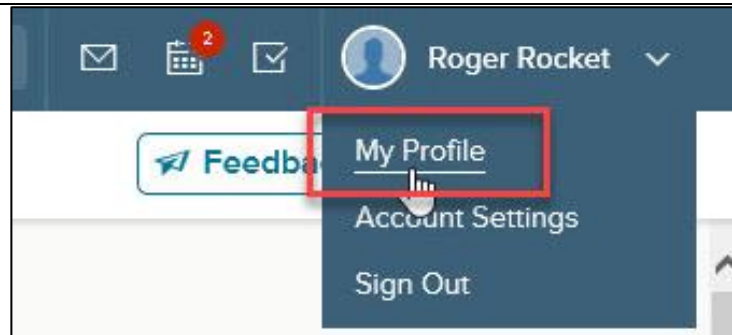# Employee Guide to Creating Journal Entries

Journal Entries are an easy and effective way to take notes of accomplishments throughout the year for yourself. These notes of accomplishment can be shared with your manager or manager's manager.

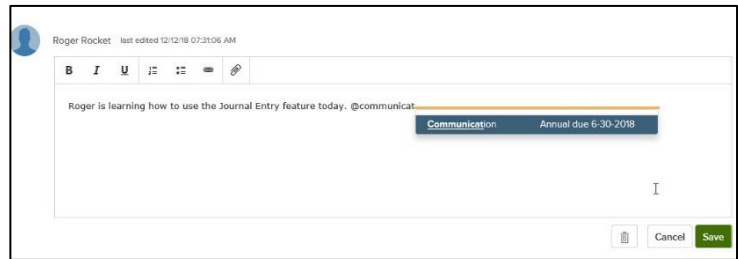|	
1. Open **My Profile** located under your name in the upper right-hand corner of the screen.	
2. Click on the **Journal Entries** link to open your personal journal	
3. When the journal opens, begin adding your notes in the text box. If you want to **share the entry,** select the recipient box under **Share with…** *The recipient will be notified via email once the email is shared* Be sure to **Save or Keep as Draft.**	

11/4/2019
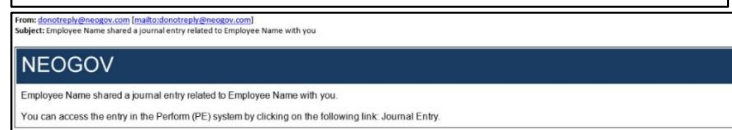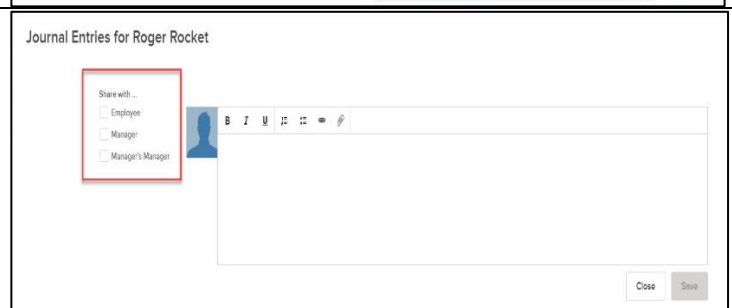
4. Optional -To enable keyword searches; a T**ag** can be associated with a goal or competency. Begin by typing in a @sign and then a few keywords from your goals or competencies. Click on the drop-down link when it appears to select the goal or competency to link too	Roger Rocket last edited 12/12/18 07:31:06 AM **B** *I* U ≔ ⋮≡ ⚬ 𝒫 Roger is learning how to use the Journal Entry feature today. @communicat **Communicat**ion Annual due 6-30-2018 🗑 Cancel **Save**
5. Once an entry is complete; select **Save or Keep as Draft** to complete later	Journal Entries for Roger Rocket Share with ... ☐ Employee ☐ Manager ☐ Manager's Manager **B** *I* U ≔ ⋮≡ ⚬ 𝒫 Roger is learning how to create a draft copy, then retrieve it. Draft Autosaved on 12/17/2018 08:55:02 Discard Draft Keep as Draft **Save**