How to Complete and Attach the Signed Goal Status Form
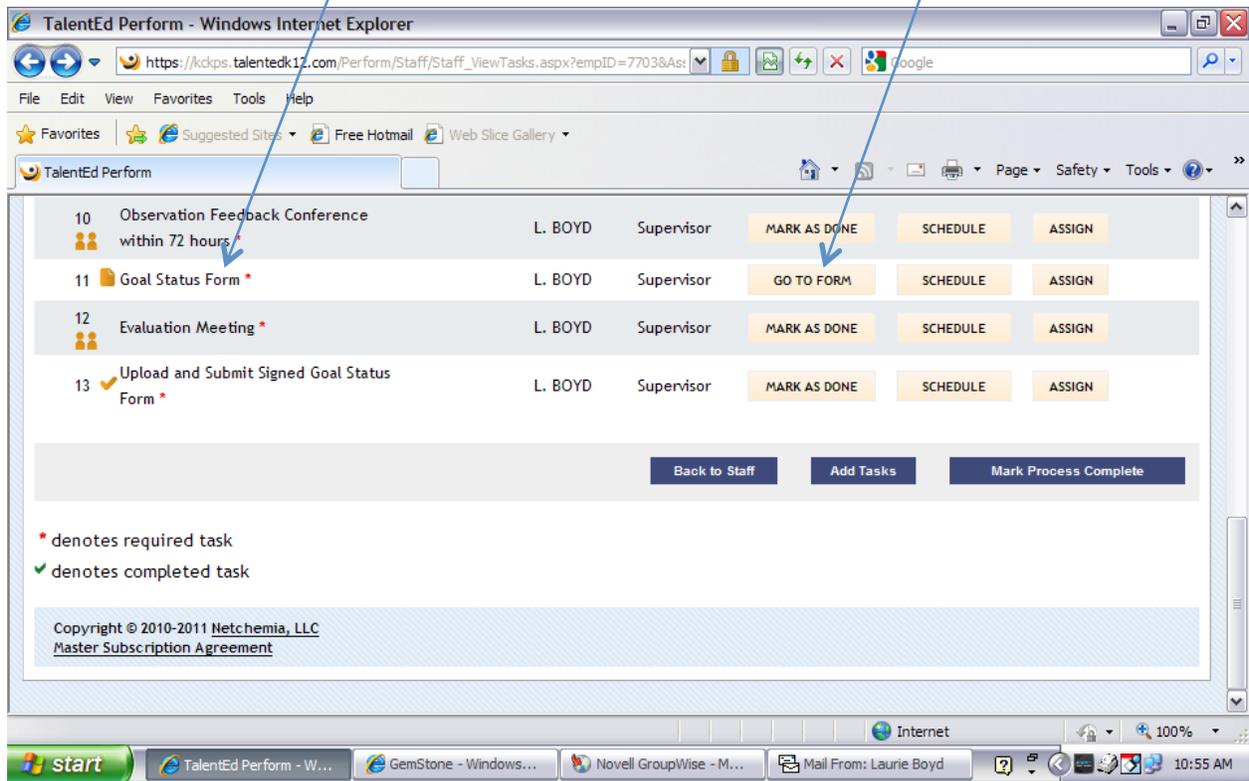
Step One: Locate Goal Status form for the specific employee and choose Go To Form
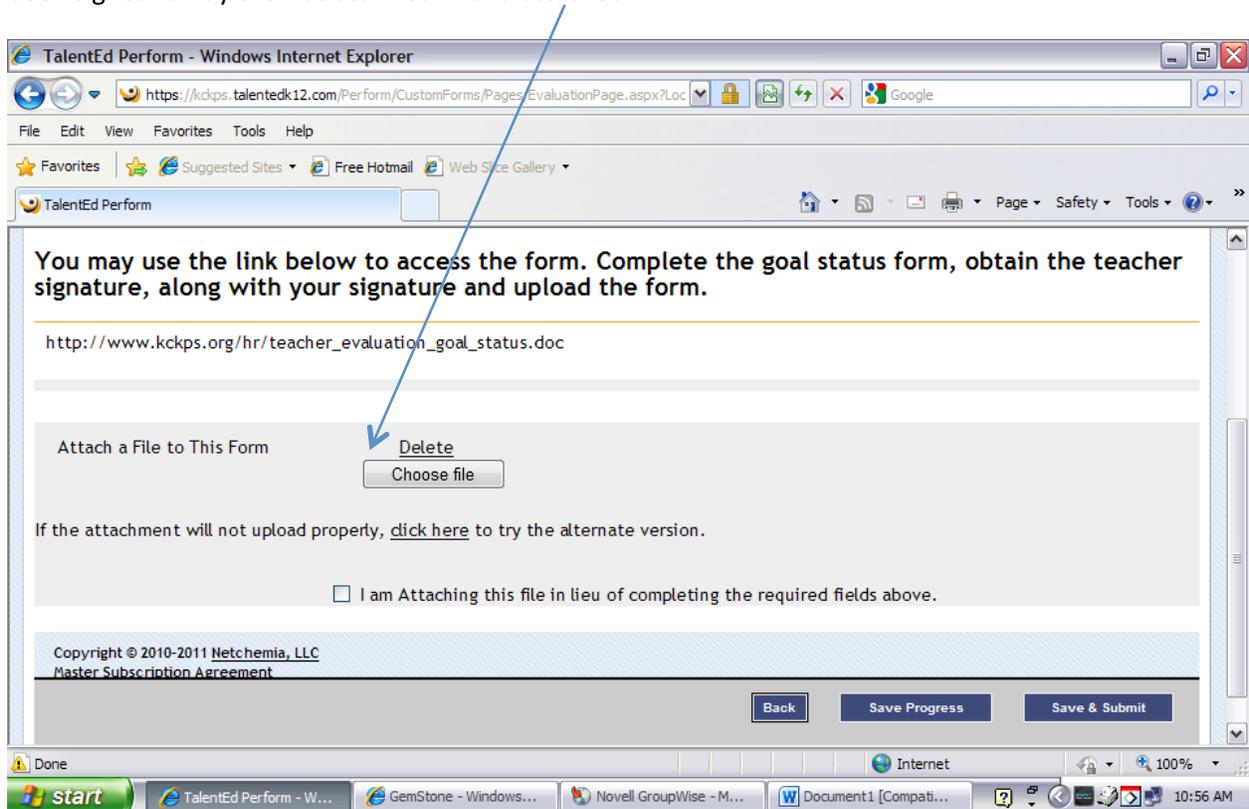

Step Two: As noted at the top of the page the form is to be signed by the employee. Once the form has been signed it may then be scanned in and attached.