

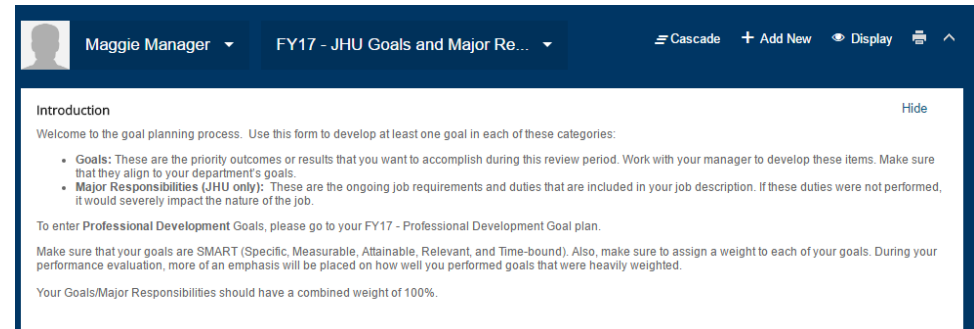
What Are Employee Goals?

The **Goals** form provides a collaborative area for you and your manager to create and track progress on the goals that you plan to focus on during the review period. In this guide, learn how to create and edit goals in your Goal Plan, as well as communicate with your manager regarding your progress.

Getting Started

- Click **Home** in the upper-left corner of the screen.
- Click **Goals** from the drop-down menu.

The form that appears will default to your **Goal Plan**, which includes goals and major responsibilities. You can switch to your Development Plan, by selecting the drop-down menu that currently says “Goal Plan.” This guide will focus on the Goal Plan, but the Professional Development Plan works the same way.

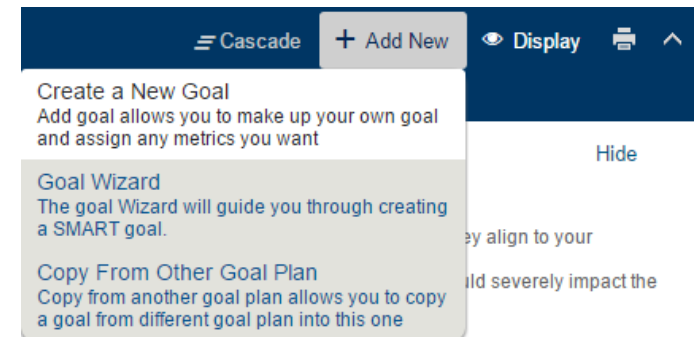


Adding Goals

A goal describes achievements you hope to attain during the upcoming review period. To add a new goal, click **Add New** in the upper-right corner of the screen, then select one of the following:

- Click **Create a New Goal** to add a custom goal or select a predefined goal from the Goals Library.
- Click **Goal Wizard** to step through the process of creating a SMART goal. A new window will open to guide you.
- If you have used myPerformance for more than one year, you can also copy goals from a prior year's goal plan. Click **Copy From Other Goal Plan** and select the year you wish to copy. Select the goals you want to copy; you can then update or edit them.

Goals may also be “cascaded” from your manager, which means that you will inherit some of his or her goals. These goals can be edited once they are on your Goal Plan to reflect how you will support or contribute to the goal.



Add Goals

Click **Create a New Goal** and then select **Add Goal** to create a custom goal. A new window will open; complete the sections as described below:

- **Visibility:** You may choose for your goal to be public or private (default). Be aware that a private goal is not a personal goal; it is still visible to your manager(s). If a goal is public, then it is visible to any employee.
- **Category:** Assign the goal to a category – either Goals or Major Responsibilities. JHU employees must create at least one goal in each of these categories (JHHS employees only use the Goals category). Goals are the priority outcomes that you want to accomplish during the upcoming review period, and should be aligned to your department's goals. Major Responsibilities are ongoing job requirements that are included in your job description. If these duties were not performed, it would severely impact the nature of the job.
- **Goal Name:** Type in the name of the goal.
- **Goal Description:** Type in the goal description.
- **Weight:** Enter a percent to indicate the goal's relative importance to other objectives on the Goal Plan. Your goals will be automatically calculated so you can see when they add up to 100% on the goal plan.
- **Start/Due Date:** Enter the dates that the goal is to start and be completed by.
- **Tasks:** Use this to add sub-tasks to help you track progress toward the goal.

Please note that the **Goal Name** field is required (indicated by the red asterisk). Click **Save Changes** to save the goal and return to the Goal Plan.

The screenshot shows the 'Add Goal' form with the following fields and values:

- Visibility:** Private
- Category:** Major Responsibilities
- * Goal Name:** Provide high-quality, responsive, and strategic organizational leadership.
- Goal Description:** Address issues, build and implement action plans, and lead appropriate interventions through fiscal year. Actively work on the advancement of the President's professionalism initiative.
- Weight:** 50 %
- Start Date:** 07/01/2016
- Due Date:** 06/30/2017
- Tasks:** + Add Tasks

Buttons at the bottom: Cancel, Back, Save Changes

Commenting on Goals

Employees and managers have the ability to engage in back-and-forth commenting directly on the Goal Plan. Enter notes in the "Comments" field and click "Post." Once a comment is posted, it is immediately visible to the other party. Managers and employees can edit and delete their comments. At this time, any comments that are entered on the Goal Plan do not appear on the Performance Form.

The screenshot shows a table of Professional Development Goals with the following details:

Visibility	#	Professional Development Goal Name	Professional Development Goal Description	Start Date	Due Date	Action
Private	1.1	Communication	Improve communication skills by: Attending Speak like a Pro Join Toastmasters by the end of the FY year.	07/01/2016	06/30/2017	

Comments section:

- Edward Employee: Attended "Speak Like a Pro" from 8/15 - 8/19/16. 08/26/2016

Comment input field with buttons: Cancel, Post

Add Library Goal

The **Goal Library** assists with writing goals by providing templates with suggested content and metrics. To use the Goal Library, follow these steps:

- Click **Create a New Goal**.
- Click **Add Library Goal**.
- Use the folders to browse functional job areas and review the sample goals provided in the goal library.
- Click a checkbox and click **Add Selected Goal** to select a goal.
- The Goal Library pre-populates the Add Goal window with suggested content, which can be edited as needed.

Create a New Goal

Choose what type of goal to add.

Add Goals allows you to make up your own goal and assign any metrics you want.

Library Goals are selected from an organized library with suggested metrics.

Select Goal from the Add Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

- Administration
 - Administrative Support
 - Achieve a customer satisfaction rating of at least ___ for services provided during (time frame) Satisfaction survey score
 - Become more proficient with computer software by attending ___ (#) of training courses per (time period) # of courses attended
 - By (date), document all administrative procedures for position in the case of absence # of procedures documented
 - By (date), follow all departmental policies and procedures # of policies and procedures not followed
 - By (date), meet ___% of all agreed upon deadlines % of deadlines met
 - Conduct ___ (#) training sessions with other administrative personnel on new skills # of trainings conducted
 - Improve response time to customer requests to (unit of time) by (date) Average response time to requests
 - Reduce overtime hours ___% by (date) Overtime reduction rate

Goal Wizard

Use the Goal Wizard to help you write SMART goals. From the **Add New** drop-down menu in the top-right corner, click **Goal Wizard** to step through this process.


- Select the **Category** for the goal (Goal or Major Responsibility).
- Type the name of your goal and then click **Next**.
- **Enter** how you will measure this goal, then click **Next**.
- Is this goal attainable? Select the **Yes** or **No** checkbox. If no, click **Back** to modify the goal. Click **Next**.
- Is this goal relevant? Select the **Yes** or **No** checkbox. If no, click **Back** to modify the goal. Use the drop-down menu to select **Goal Alignment**, if any. Click **Next**.
- **Enter** the dates that the goal is to start and be completed by, and then click **Next**.
- Select **Add More Details** to add additional information. You are required to enter a goal weight (how much this goal contributes to your overall annual rating), and you will do that by selection **Add More Details**. When you are finished, select **Save & Close**.

Add a SMART Goal

Specific	Measurable	Attainable	Relevant	Time-bound
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Welcome to the SuccessFactors SMART Goal Wizard™ which will help you quickly write effective goals.

What is your goal?
Category: Goals



Hint: To see suggestions from the Goal Library, start typing action or subject key words, such as *create, increase, inventory, sales*.

Tips: Goals should be straightforward and state what you want to happen. Be specific and define what you are going to do. Use action words such as *direct, organize, coordinate, lead, develop, plan, etc.*

Cancel Next

Add a SMART Goal

Please confirm your goal and click **Save**.

Confirm your SMART goal

Specific:	(Goals) Develop a strategic plan for organizational learning by (date)
Measurable:	Strategic plan submitted and approved
Attainable:	✓
Relevant:	✓
Time-bound:	07/01/2016 — 06/30/2017

[Add More Details](#)

Cancel Back Save & Close

Edit Goals

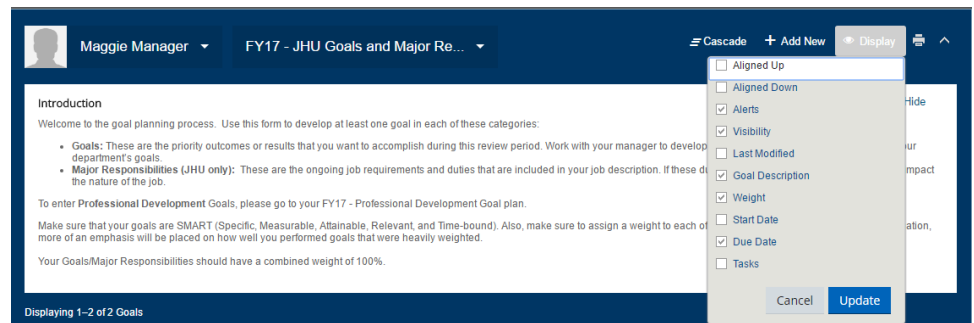
After a goal has been added to your Goal Plan, it may be edited if you need to make changes.

- Click **Edit** next to the goal title on the Goal Plan to edit the goal. The Edit Goal window will appear and you can change any aspect of the goal in the same way that you entered the goal originally.
- Click **Save Changes** to save the goal and return to the Goal Plan.



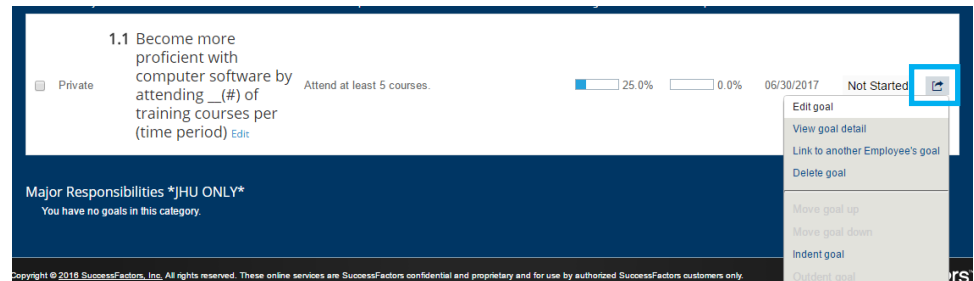
Display Options

Select **Display** in the upper-right corner to change the information displayed on your Goal Plan by **checking or unchecking boxes** and clicking the **Update** button.



Goal Actions

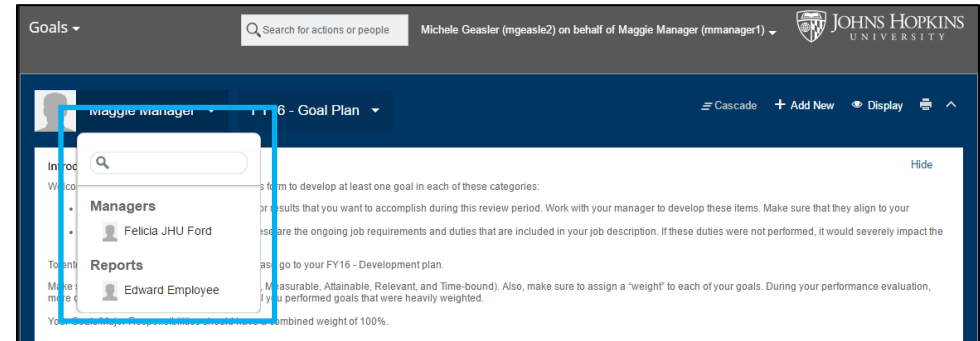
- Select the action icon to display the **Actions** drop-down menu.
- To link a goal with another employee's goal, select **Link to another Employee's goal**, and then select the employee to whom you want to link the goal. Those two employees will then share the goal and can track progress together.
- Other functions available from the **Actions** menu include:
 - View goal detail
 - Delete a goal (note that goals can only be deleted from the goal plan; not from a Performance Form)
 - Move goals up or down in the form
 - Indent or outdent goals



Employee Hierarchy

The **Employee Hierarchy** is used to view other employees' public goals, both up and down your hierarchy, to ensure goal alignment within the team and organization.

Click a name in the hierarchy to view that employee's public goals. *Note that goals default to "private" status. If you prefer to create "public" goals, you may do so with your manager's approval.*



Completing Your Goal Plan

myPerformance saves your goals as you go, so you do not need to click a save button to complete the form.