

How to Add Goals – Launching the Task (1/2)

1

Goal Setting and Annual Performance Review Tasks

⚠️ 2022/2023 - Goal Setting Conversation

2

2022/2023 - Goal Setting Conversation

Overview

0%

Get Started

3

2022/2023 - Goal Setting Conversation

2022-2023 Goal Setting

Add Goals

4

Create Goals

Wizard

Goal Title *

Goal Description *

5

Goal Title *

Goal Description *

Continue

6

Specific Measurable Actionable Relevant Timely

Develop new process

Add Outcome

- 1 Visit [My HR Connection](#), select Goal Setting Conversation
- 2 Click “Get Started” to begin the task.
- 3 Click on “Add Goals”
- 4 Click on “Wizard”
- 5 Enter Goal Title and Goal Description
- 6 Click on “Add Outcome”



How to Add Goals – Launching the Task (2/2)

7

Description *

Type *

Start Value *

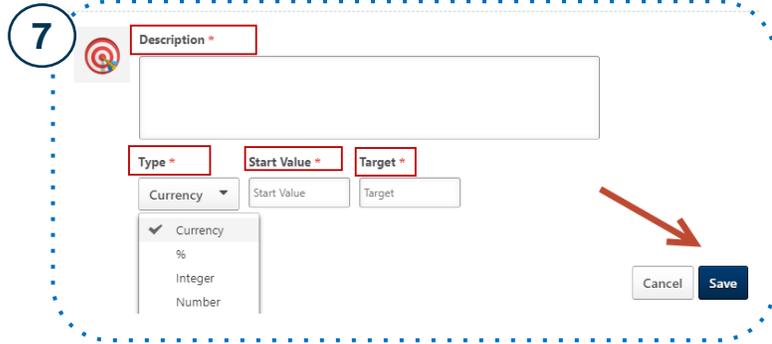
Target *

Currency

Start Value

Target

Cancel Save

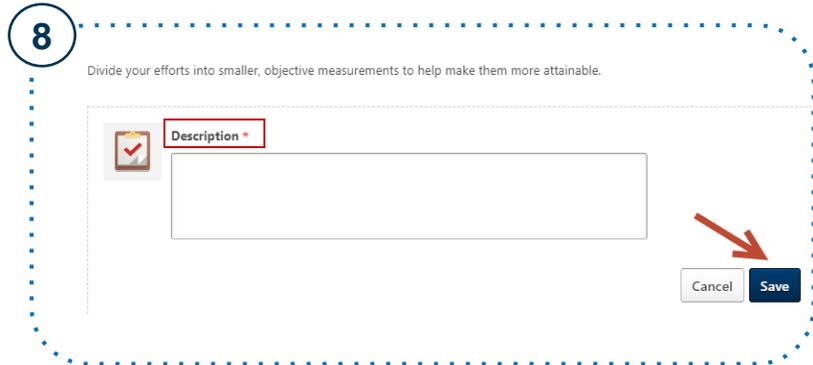


8

Divide your efforts into smaller, objective measurements to help make them more attainable.

Description *

Cancel Save



9

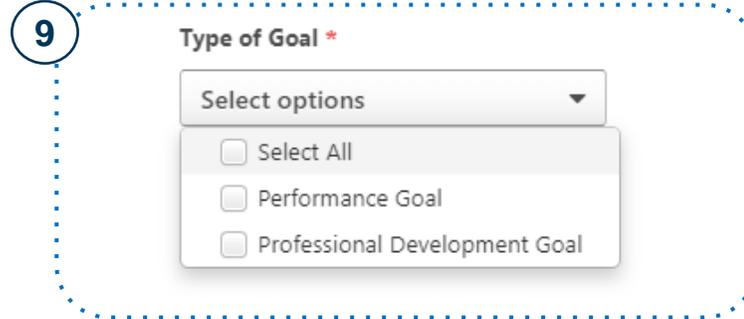
Type of Goal *

Select options

Select All

Performance Goal

Professional Development Goal

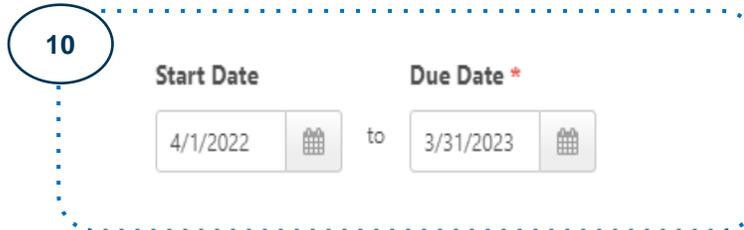


10

Start Date

Due Date *

4/1/2022 to 3/31/2023



11

Cancel Save as Draft Submit



- 7 Enter Outcome Description, select Type, enter Start Value and Target and Click Save. Repeat to enter additional outcomes.
- 8 Enter Task description and click save. Repeat to enter additional tasks.
- 9 Select the Type of Goal
- 10 Enter the Start and Due Date of the Goal and click Done
- 11 Click "Submit"



How to Submit your Goals for Approval

1

2022-2023 Goal Setting

Welcome

Successful conversations begin with solid preparation. Consider what you plan to accomplish in the next year. Set 3 to 5 goals for the upcoming Performance Development Cycle. Refer to the "Setting Smart Goals" button on the Welcome Page for assistance in setting "Smart" Goals

Test

New - Please Review

Develop New Process

Status : On Track

Start Date : 4/1/2022

Due Date : 3/31/2023

more...

1

Click "Add Goals" to enter additional Goals. When you have saved any new goals, the system will display status "New - Please Review". Click "More" to view your goals and tasks.

2

Click "Submit" once you have added all of your goals. This will send a notification to your manager to approve your goals.

2

Back Save and Exit Submit

