

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



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Overview

Goal setting runs from April 1st to June 30th. Draft your goals and their associated tasks and have a goal setting discussion with your manager prior to submitting them.

Click on the "Wizard" button to create "SMART" Goals to assist you with formulating your goals and objectives.

Best practice is that each employee sets 3-5 goals for each performance development cycle.

Consider aligning your goals to:

- Faculty and Departmental operations
- UO
- Strategic Priorities of the university
- Activities that drive development of competencies

Don't forget to update your goal status as you achieve against your goals. This can be done off-cycle at any time.

Review Step Progression

- ✓ Employee Completes Goal Setting (Due: 4/29/2022)
- ✓ Manager Approves Goal Setting

Get Started

3

2022/2023 - Goal Setting Conversation



0%

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.

Back Save and Exit Submit



4

Create Goals

To create SMART goals, click on the text labelled "Wizard" in the top right of the page. Required fields are marked with a red asterisk (*)

* Goal Title

Enter title

Library SMART Wizard

* Goal Description

Enter description

0/10000

Tasks and Outcome

Add Tasks and Outcome

Draft

* Start Date 4/1/2025 * Due Date 3/31/2026

* Type of Goal

Select Type of Goal

Attachments

Remove all

Drag and drop files here

Upload up to 3 attachments with maximum 5 MB file size

5

Goal Title

Goal Title

Goal Description

Enter description

Help me write it

6

SMART Wizard

Specific Measurable Actionable Relevant Timely

Test

Outcome

Establishing concrete, objective criteria for measurement helps create benchmarks for achievements. Set these measurements to help with tracking progress.

Required fields are marked with a red asterisk (*)

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 "SMART Wizard"

5

Enter Goal Title and Goal Description. Click on "Help me write it" if you need any help from Artificial Intelligence (AI)

6

Click on "Add Outcome"

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

7

*Description

This is a required field 0 / 3000

*Type

Select

Currency

%

Integer

*Start Value

0

*Target

0

Cancel

Add Outcome

8

Tasks

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

Required fields are marked with a red asterisk (*)

*Description

1

0 / 3000

Cancel

Add Tasks

9

*Type of Goal

Select Type of Goal

☐ Selected (0)

☐ Performance Goal

☐ Professional Development Goal

10

*Start Date

4/1/2025

–

*Due Date

3/31/2026

11

Cancel

Submit

7 Enter Outcome Description, select Type, enter Start Value and Target and Click Add Outcome. Repeat to enter additional outcomes.

8 Enter Task description and click Add Tasks. Repeat to enter additional tasks.

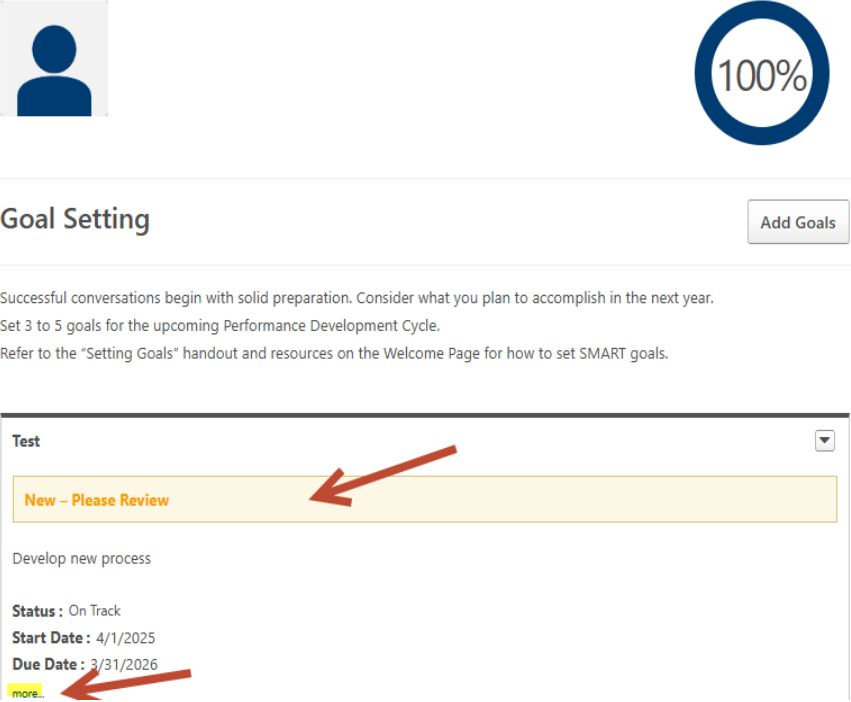
9 Select the Type of Goal

10 Enter the Start and Due Date of the Goal and click Done

11 Click “Submit”

How to Submit your Goals for Approval

1



Goal Setting

Add Goals

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 Goals" handout and resources on the Welcome Page for how to set SMART goals.

Test

New - Please Review

Develop new process

Status : On Track

Start Date : 4/1/2025


Due Date : 3/31/2026

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

