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

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)

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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.
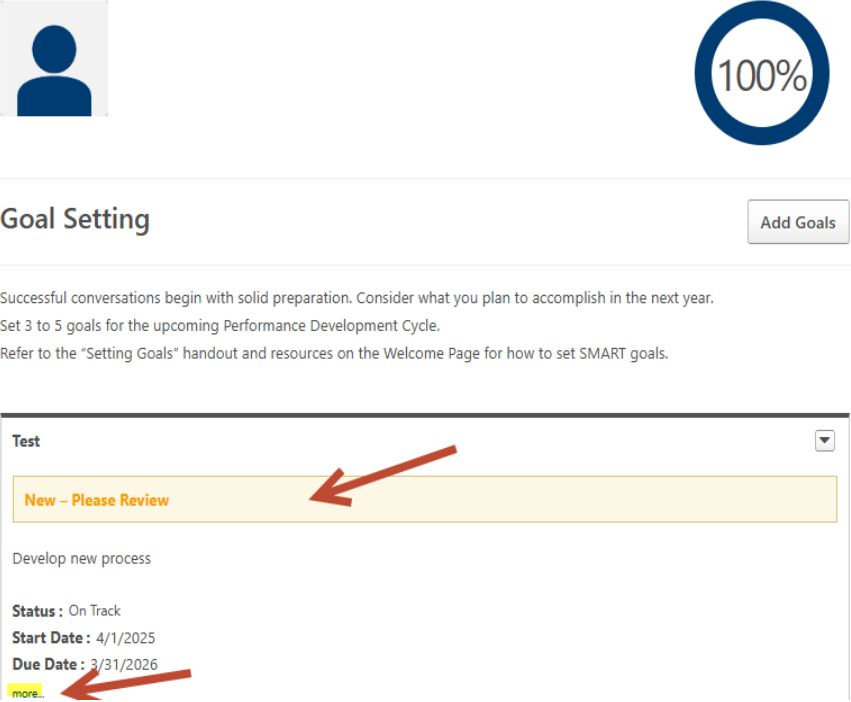
9 Select the Type of Goal

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..

2

Back   Save and Exit   Submit

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.