Manager’s Functions: Sharing Goals
Goal Setting: Pushing a Performance Goal to an Employee

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Managers can share <strong>Performance Goals</strong> with employees</td>
</tr>
<tr>
<td>2.</td>
<td>Ensure the manager is accessing their goal plan by identifying their name next to the star</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Assign Goal to Team</strong> button</td>
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**Goal Setting:** Pushing a Performance Goal to an Employee

1. **Process**
   - Click the radio button associated with the **Performance Goal** to be shared by the manager with the employee

2. Click **Next**

3. Click the Check Box next to the employee’s name that the Goal will be shared

4. Click **Next**
Goal Setting: Pushing a Performance Goal to an Employee

1. The Manager can update the Performance Goal to make it specific to the desired employee’s performance outcome
2. Update the Base Threshold
3. Update the Median Threshold
4. Update the High Threshold
5. Click Next
6. Click Finish to record the entry
Goal Setting: Pushing a Performance Goal to an Employee

Process

1. Verify the **Shared** Performance Goal by reviewing the Goal Description.

   The language *(Shared by Manager)* will appear next to the goal.
Goal Setting: Assigning Individual Employee Goals

1. Access the employee’s Goal Plan by clicking the Goal Plan link in the Global Navigation.

2. Or Click the Employee’s name in the My Team’s Goal Plan section.

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Goal Setting: Assigning Individual Employee Goals

1. Ensure that you are accessing the employee’s goal plan by verifying the name next to the star.

2. Notice that the manager cannot update the employee’s self appraisal.

3. Assign a Development Goal to the employee by clicking the +Goal button to create a new goal (see next page).

4. Assign a Performance Goal by clicking the +Goal button to create a new goal (see the page following the next).
Goal Setting: Assigning Employee Development Goals

1. Populate the employee's Development Goal by selecting the appropriate competency from the Competency dropdown menu.
2. Populate the Development Activity with the Development Goal.
3. Click Save to record your entry.
4. Identify that the Development Goal has been assigned by verifying that the goal description include the text (Shared by Manager).
Goal Setting: Assigning Employee Performance Goals

1. All Goals are visible by your manager’s manager and up the reporting structure.
2. Populate the Performance Goal field.
3. Populate the three associated Thresholds.
4. Click the Save button to capture your entries.
5. Identify that the Performance Goal has been assigned by verifying that the goal description include the text (Shared by Manager).