



Manager's Functions: Sharing Goals

Goal Setting: Pushing a Performance Goal to an Employee

1

Goal Description

By April 2020, Employee 1 will audit 1,000 vendor contracts to ensure each agreement meets the university security requirements.

Base Threshold

By April 2020 audit 1,000 vendor contracts

Median Threshold

By April 2020 audit 1,500 vendor contracts

High Threshold

By April 2020 audit 1,750 vendor contracts

#	Process
1.	Managers can share Performance Goals with employees
2.	Ensure the manager is accessing their goal plan by identifying their name next to the star
3.	Click the Assign Goal to Team button

RUTGERS Home Goal Plans Development Opportunities More

Review your Goal Plan below.

★ Goal Plan **Manager 1 – FY2020**

Submit for Approval Assign Goal to Team Request Update to Manager

Due Date	Manager	Status	Goal Plan Started Date	Goal Plan Submitted Date	Goal Plan Approved Date
3/22/2019	Leader 1	Not Started			

Goal Setting: Pushing a Performance Goal to an Employee

Assign Goal to Team

Choose the goal from the goal's below that you would like to send to one or more of your employees.

You will have the option to adjust the goal prior to assigning it to your employee.

You will not be able to push to employees's Goal Plans that have already been submitted. Additional goals can be added to the Goal Plan by the employee. Changes to the Goal Plan will need to be submitted to the manager for final approval

Performance Goals

By April 2020, Manager 1 will audit 9,000 vendor contracts to ensure each agreement meets the university security requirements.

Next

1

2

Assign Goal to Team

Please select the employees you would like to pass this goal to on your team.

Employees

Employee 1

Employee 2

Previous
Next

3

4

#	Process
1.	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

Assign Goal to Team

Use the boxes below to adjust the goal if needed as well as the thresholds. The adjustments will be assigned to each employee you selected previously.

Goal Description

1 By April 2020, Employee 1 will audit 1,000 vendor contracts to ensure each agreement meets the university security requirements.

Base Threshold

2 By April 2020 audit 1,000 vendor contracts

Median Threshold

3 By April 2020 audit 1,500 vendor contracts

High Threshold

4 By April 2020 audit 1,750 vendor contracts

5

#	Process
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

Assign Goal to Team

✔ Goal have been updated for the following employees:

Employee 1

6

Goal Setting: Pushing a Performance Goal to an Employee

✓ Performance Goals i

Goal Description
By April 2020, Employee 1 will audit 1,000 vendor contracts to ensure each agreement meets the university security requirements. (Shared By Manager)

Strategic and/or Divisional Goal?
Yes

Base Threshold By April 2020 audit 1,000 vendor contracts

Median Threshold By April 2020 audit 1,500 vendor contracts

High Threshold By April 2020 audit 1,750 vendor contracts

1

#	Process
1.	<p>Verify the Shared Performance Goal by reviewing the Goal Description</p> <p>The language (Shared by Manager) will appear next to the goal</p>

Goal Setting: Assigning Individual Employee Goals

1

RUTGERS				Home	Goal Plans	Development Opportunities	Progress Notes	Help
MY GOAL PLANS								
GOAL PLAN NAME	STATUS	MANAGER	GOAL PLAN STARTED DATE					
Manager 1	In Progress	Leader 1	2/21/2019					
View All								
MY TEAM'S GOAL PLANS								
GOAL PLAN NAME	GOAL PLAN STARTED DATE	GOAL PLAN SUBMITTED DATE	STATUS					
Employee 1			Not Started					
Employee 2	2/21/2019		In Progress					

2

#	Process
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

Goal Setting: Assigning Individual Employee Goals

Goal Plan

Employee 1 – FY2020 1

Submit for Approval
Assign Goal to Team
Request Update to Manager

Due Date	Manager	Status	Goal Plan Started Date	Goal Plan Submitted Date	Goal Plan Approved Date
3/23/2019	Manager 1	Not Started			

Not Started

In Progress

Past Due

Submitted

Requires Modification

Approved

+ Approval History (0)

× Initial Self Assessment

*	Professional				2
	× Leading Change	No Value Selected	× Leading People	No Value Selected	<input type="button" value="Edit"/>
	× Leading Performance	No Value Selected	× Technical/Occupational Acumen	No Value Selected	

× Development Goals 3

No development goals have been created

× Performance Goals 4

No performance goals have been created

#	Process
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

Create New Development Goal

* Competency
Leading Change

Development Activity i
By April 2020, Employee 1 will attend the Process Development class to prepare for the implementation of the Service Center.

Cancel
Save & New
Save

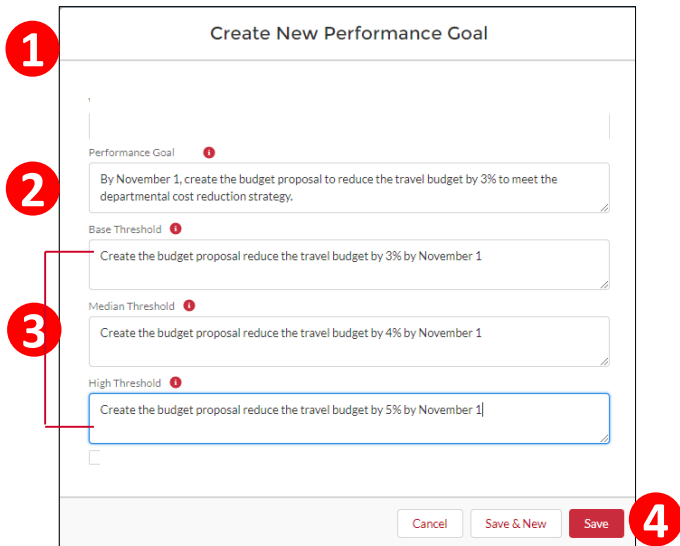
#	Process
1.	Populate the employee's Development Goal by selecting the appropriate competency from the Competency dropdown menu
2.	Populate the Development Activity with the Development Goal
3.	Click Save to record your entry
4.	Identify that the Development Goal has been assigned by verifying that the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

✓ **Development Goals** i

+ Goal
Edit

<div style="background-color: #c00; color: white; padding: 5px; border-radius: 50%; width: 20px; margin: 0 auto;"> G </div>	<p style="font-size: small; margin: 0;">Competency</p> <p style="margin: 0;">Leading Change</p>	<p style="font-size: small; margin: 0;">Goal Description</p> <p style="margin: 0; font-size: x-small;">By April 2020, Employee 1 will attend the Process Development class to prepare for the implementation of the Service Center. (Shared by Manager)</p>	<p style="font-size: small; margin: 0;">Goal Score</p> <p style="margin: 0; font-size: x-small;">No Value Selected</p>
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Goal Setting: Assigning Employee Performance Goals



1 Create New Performance Goal

2 Performance Goal
By November 1, create the budget proposal to reduce the travel budget by 3% to meet the departmental cost reduction strategy.

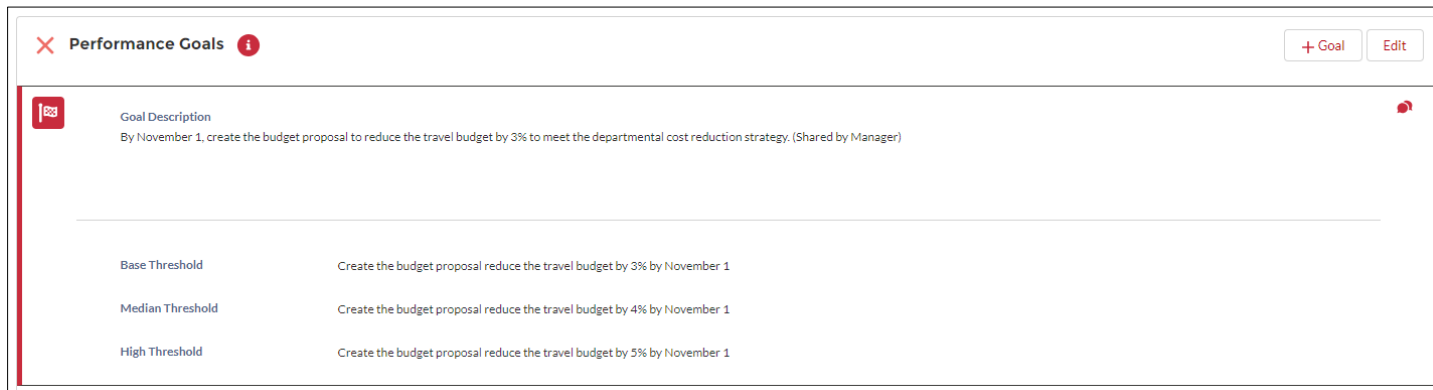
3 Base Threshold
Create the budget proposal reduce the travel budget by 3% by November 1

Median Threshold
Create the budget proposal reduce the travel budget by 4% by November 1

High Threshold
Create the budget proposal reduce the travel budget by 5% by November 1]

4 Cancel Save & New Save

#	Process
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)



Performance Goals + Goal Edit

Goal Description
By November 1, create the budget proposal to reduce the travel budget by 3% to meet the departmental cost reduction strategy. (Shared by Manager)

Base Threshold Create the budget proposal reduce the travel budget by 3% by November 1

Median Threshold Create the budget proposal reduce the travel budget by 4% by November 1

High Threshold Create the budget proposal reduce the travel budget by 5% by November 1