

## Adding/Updating Goals

### Overview - Understanding the Adding/Updating Goals Process

The main purpose of a performance management system is to align employee and departmental goals to organizational goals. The typical approach is to create "SMART" goals; those which are specific, measurable, achievable, relevant, and timely. The employee and manager should also work together to determine the measurements for evaluating each of the individual goals. The performance review discussion held between the supervisor and employee should include a discussion of progress made on the goals and set new goals for the following year.

Goals are created by the supervisor and are unique to the employee. The goals and objectives identified in the Team Talent Profile are pre-populated in the **Employee – Goals** section of the performance evaluation document. Goals are available to view via Employee Self-Service and Manager Self-Service. Below, you will learn the steps to add or update Business and Career Goals for your employees.



Step	Action
1.	Login to my FSU – <a href="http://my.fsu.edu">my.fsu.edu</a>
2.	Click the <b>Human Resources</b> link.
3.	Using the drop-down arrow, click on the <b>Manager Self-Service</b> link.
4.	Click on the <b>Learning and Development</b> tile.
5.	Under the <b>Team Talent Profile</b> page, select the desired employee.

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Step	Action
6.	Click the <b>Performance</b> tab.
7.	Click the <b>Business Goals/Objectives</b> or the <b>Career Development Goals</b> tab.
<b>NOTE:</b>	You can enter Business Goals and/or Development Goals
<b>NOTE:</b>	If the employee has existing goals to be updated, click the arrow below to the right of the goal. You will see above the arrow <b>Edit/View</b> .
8.	To enter new goals, click the <b>Add</b> button.
9.	Enter an appropriate <b>Goal/Objective</b> or <b>Development Goal</b> .
10.	Enter information in all the required fields - <b>Effective Date, Goals/Objective Title, Status, Due Date, Short/Long Description, and Expected Outcome</b> .
<b>NOTE:</b>	The <b>Short Description</b> field is limited to 254 characters. Descriptions longer than 254 characters will appear truncated when viewed via the Performance Evaluation and Person Profile. For detailed descriptions exceeding 254 characters, use the <b>Long Description</b> field.
<b>NOTE:</b>	When entering an <b>Expected Outcome</b> , ensure you can determine how the outcome of the goal or objective will be measured.
11.	Click the <b>Save</b> button.
12.	Continue adding or editing as needed and <b>Save</b> .
13.	Click <b>Return to Previous Page</b> when finished.