

Adding/Updating Goals and Objectives

Overview:

Understanding the Adding/Updating Goals and Objectives Process

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

Goals and objectives are created by the supervisor and are unique to the individual. The goals and objectives identified in the Person Profile are pre-populated in the **Employee – Goals** section of the performance evaluation tool. Goals and objectives are available to view via Employee Self- Service and Manager Self Service.

Procedure


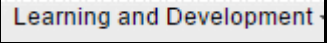
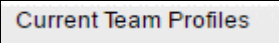
Scenario:

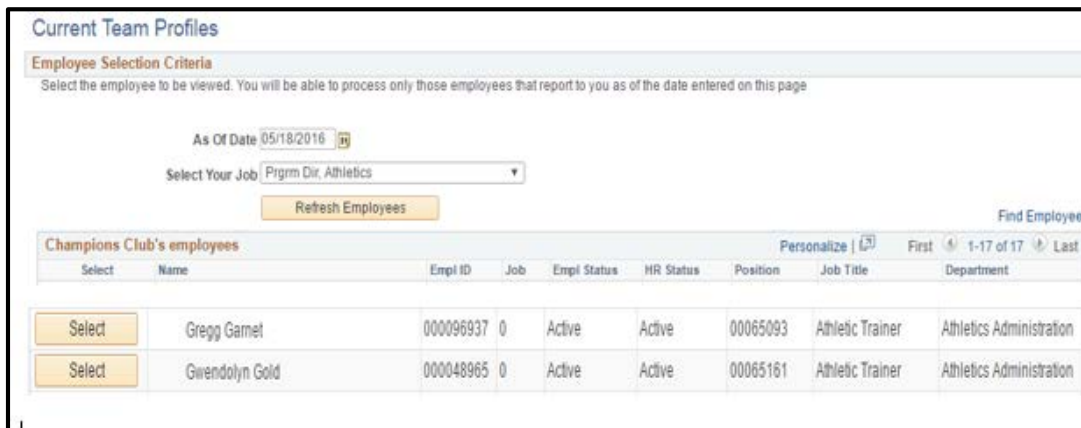
In this topic, you will learn the steps to add or update Business and Career Goals and Objectives for your employees.



Training Guide

OMNI ePerformance Training

Step	Action
1.	Login to my FSU – my.fsu.edu
2.	Click the Main Menu link.
3.	Click the Human Resources link. 
4.	Click the Manager Self Service link.
5.	Click Learning and Development link. 
6.	Click the Current Team Profiles link. 



Current Team Profiles

Employee Selection Criteria
Select the employee to be viewed. You will be able to process only those employees that report to you as of the date entered on this page

As Of Date: 05/18/2016

Select Your Job: Pgrm Dir, Athletics

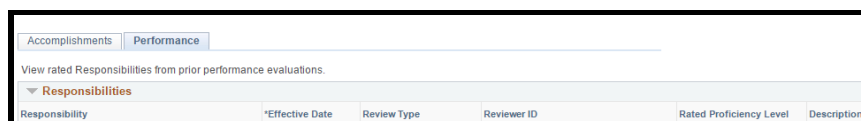
Refresh Employees

Find Employee

Champions Club's employees

Select	Name	Empl ID	Job	Empl Status	HR Status	Position	Job Title	Department
Select	Gregg Gamet	000096937	0	Active	Active	00065093	Athletic Trainer	Athletics Administration
Select	Gwendolyn Gold	000048965	0	Active	Active	00065161	Athletic Trainer	Athletics Administration

Step	Action
7.	Select the desired employee by clicking the associated Select button.
8.	Click the Performance tab and scroll to the goals section located at the bottom of the page.



Accomplishments | **Performance**

View rated Responsibilities from prior performance evaluations.

Responsibilities

Responsibility	*Effective Date	Review Type	Reviewer ID	Rated Proficiency Level	Description
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Step	Action
9.	NOTE: if the employee has existing goals to be updated, click the Edit symbol to the right of the goal.
10.	To enter new goals or objectives, click the Add New Business Goals/Objectives or Add New Career Development Goals link.
11.	Enter an appropriate Goals/Objective Title . NOTE: The Goal/Objective Title field is limited to 30

Current Person Profile
Add New Business Goals/Objectives
Susie Seminole

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date: 06/02/2016

*Goal/Objective Title: _____

*Status: 1-in Progress

*Due Date: _____

*Short Descr. (Limit 254 Chars): _____

*Expected Outcome: _____

Long Description: _____

Last Update Date/Time: 06/02/2016 10:21:19AM

OK Apply and Add Another

[Return to Previous Page](#)

Step	Action
12.	Enter an appropriate Due Date .
13.	The Short Description 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 Long Description field.
14.	Enter an appropriate Short Description (not to exceed 254 characters in length).
15.	Enter an Expected Outcome to determine how the outcome of the goal or objective will be measured.
16.	The Long Description field is optional. *Use this field only if the Short Description exceeds 254 characters.

Current Person Profile

Add New Career Development Goals

Susie Seminole

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date

*Goal/Objective Title

*Status

Due Date

Short Descr. (Limit 254 Chars)

Expected Outcome

Long Description

Last Update Date/Time 06/02/2016 10:20:33AM

[Return to Previous Page](#)

Step	Action
17.	Click the OK button.
18.	Click the Save button.
19.	NOTE: Once you have saved your item(s), the saved confirmation message will appear. <i>You have successfully saved those profile changes that do not require approval.</i>
20.	Continue adding or editing as needed and Save . Click Return to Previous Page when finished.