

# Goal Setting—Log In and Goals Page

## Instructions to Complete

### Goal Setting:

You will be creating 2—4 professional/development type goals for each of your associates.

1) To begin, log into the system.

◇ Username - Employee ID

2) After you log in, you will be directed to your home page.

◇ Click on the **drop down arrow** next to **Home**

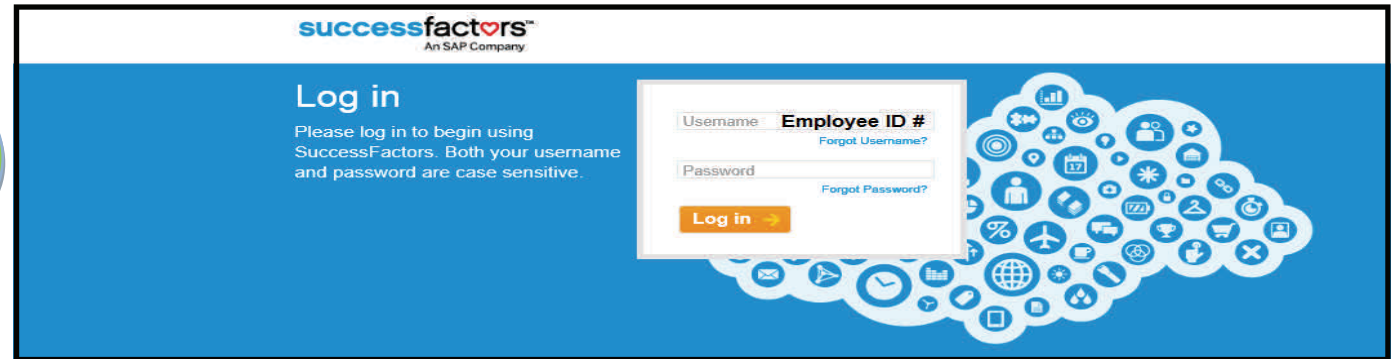
◇ Select **Goals**

3) On the Goals page:

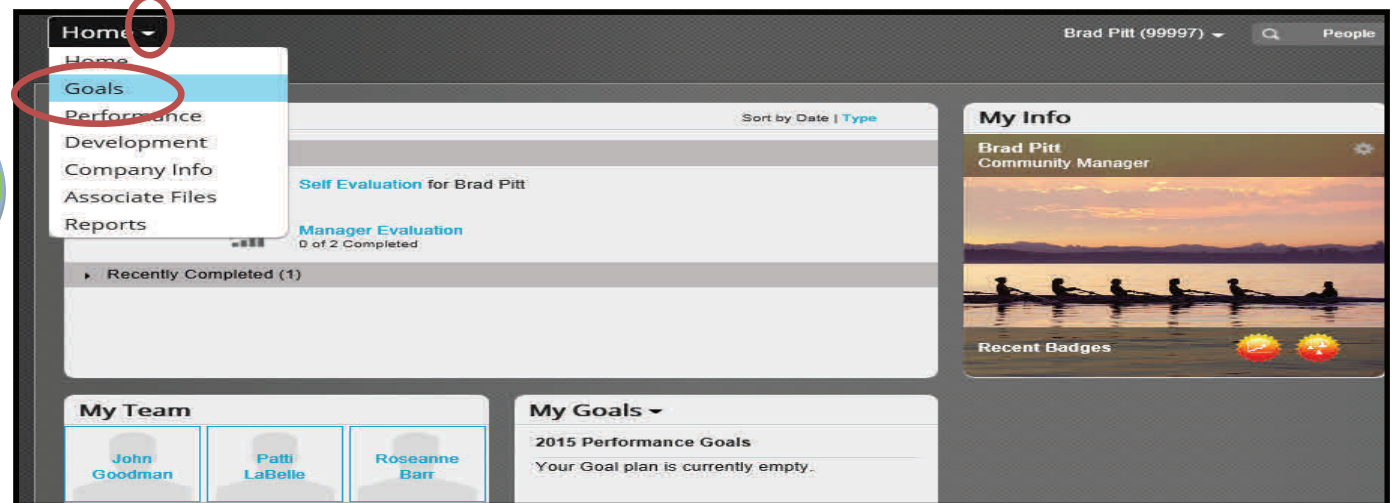
◇ Click on the **drop down arrow** next to your **name**. This will bring up a list of your direct reports.

◇ Select an associate from under **Reports**.

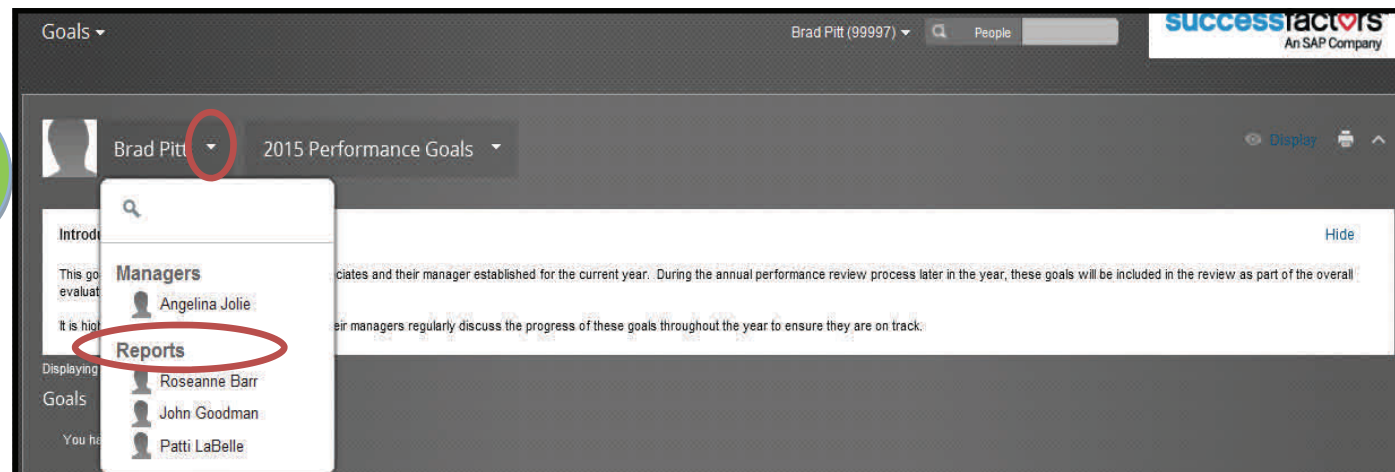
1



2



3



# Goal Setting—Creating Goals

4) You will be redirected to the goals page for your associate. To create a goal:

- ◇ Select “Add New”
- ◇ Two options come up:
  - A) Create a New Goal
  - B) **Goal Wizard**

We recommend using the **Goal Wizard** to help create **SMART** goals: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound.

## Goal Wizard:

**Specific**—Enter the goal under **What is your goal?** As you type, prepopulated verbiage may come up. If it applies, you can select it. Or you can type in your own verbiage. When finished, click **Next**.

**Measurable**—Describe how you would know when the goal has been reached (scores, budgets, etc.) Click **Next**.

## Specific

## Measurable

# Goal Setting—SMART Goals

**Attainable**—Is this goal within the associate's capacity to obtain it?

- If so, select **Yes**. Click **Next**.
- If not, select **No**. Click **Back** and revise the goal.

**Relevant**—Is this goal consistent with other goals and aligned with goals of the Company?

- If so, select **Yes**. Click **Next**.
- If not, select **No**. Click **Back** and revise the goal.

**Time-bound**—This screen auto populates with the correct dates. There is nothing you need to do. Select **Next**.

## Attainable

The screenshot shows the 'Attainable' step of the SMART goal setting process. The goal is 'Maintain high shop scores' with the metric 'Scores of shop reports'. The question is 'Is this goal attainable?'. There are two radio buttons: 'No' (selected with a blue circle) and 'Yes' (circled in red). A blue arrow points from the 'No' button to the 'Back' button, and a red arrow points from the 'Yes' button to the 'Next' button. A mountain illustration with a person on top is in the background. A tip at the bottom states: 'Goals must be within your capacity to reach. If goals are set too far out of your reach, you cannot commit to accomplishing them. Goals need to stretch you slightly so you feel you can do it and it provides a real commitment from you. Success in reaching attainable goals keeps you motivated.'

## Relevant

The screenshot shows the 'Relevant' step of the SMART goal setting process. The goal is 'Maintain high shop scores' with the metric 'Scores of shop reports'. The question is 'Is this goal relevant?'. There are two radio buttons: 'No' (selected with a blue circle) and 'Yes' (circled in red). A blue arrow points from the 'No' button to the 'Back' button, and a red arrow points from the 'Yes' button to the 'Next' button. A target illustration is in the background. A tip at the bottom states: 'Goals should be relevant. Make sure each goal is consistent with your other goals and aligned with the goals of the company, your manager, or your department.'

## Time-bound

The screenshot shows the 'Time-bound' step of the SMART goal setting process. The goal is 'Maintain high shop scores' with the metric 'Scores of shop reports'. The question is 'What is your timeline?'. The 'Start Date' is 01/01/2015 and the 'End Date' is 12/31/2015, with a green arrow indicating a duration of 364 days. A red arrow points to the 'Next' button. A tip at the bottom states: 'Set a timeframe for the goal: for next week, in three months, end of the quarter. Putting an end point on your goal gives you a clear target to work towards. Without a time limit, there's no urgency to start taking action now.'

# Goal Setting— Finalizing Goals

5) Review and finalize the goal.

- If everything looks ok, select **Save & Close**.
- If changes are needed, select **Back** and make the necessary edits.

6) Once you have saved the goal, you will return to your associate's performance goal screen.

You will then add another goal, until you reach 2—4 goals for each associate by selecting **Add New** and then repeating the process.

**Editing Goals**—If you need to edit a goal, click on the drop down arrow under the Action icon. Select **Edit goal**.

- The Edit Goal box pops up. You can change the Goal Name and Metric.
- Do **NOT** change start or due dates.
- It's good practice to mark both the % complete and status boxes.
- Click **Save Changes**.

