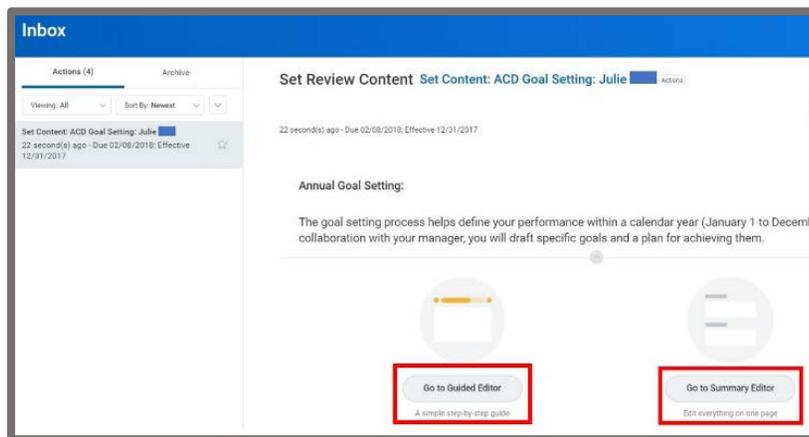


Employees write goals at the beginning of the performance year or in the first 30 days of hire (Medical Center team member do not write goals upon hire). Managers can also cascade goals to employees which is a different job aid.

Writing Goals

As the performance cycle or probationary period begins, you will receive an inbox task titled **Set Review Content**.



Screenshot 1: Set Review Content Inbox Item

1. Click **Go to Guided Editor** for a simple step-by-step guide, or **Go to Summary Editor** to edit everything on one page. We will use the Guided Editor for this job aid.
2. If a goal has been cascaded to you, it will appear on the template. Review this prior to writing additional goals.
3. Click the **Add** button  to begin goal writing.
4. Enter the title in the **Goal** field.

5. Add the SMART goal description in the **Description** box. SMART goals should be defined in terms that are: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.
6. Select the **Category** of **Individual**.
7. Click the **Add** button to enter a additional goals.
8. When done, click **Next**.
9. **Medical Center** employees will see ASPIRE competencies next. Review to understand expectations and then click **Next**.
10. **Medical Center** clinical ladder nurses will receive **Clinical Ladder Behaviors** next.
11. Click **Submit**.
12. Goals are routed to your manager for approval. The manager can also denial the goals or request edits by the employee.
13. Once approved, goals appear in your **Employee Profile** in the **Performance** tab and then **Individual Goals** subtab.
14. Once approved, employees can update or edit your goals throughout the performance year. Edits are routed to the manager for approval.