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**.

nbox		
Actions (4) Archive	Set Review Content Set Content: ACD Goal Setting: Julie	
Viewing: All v Sort By: Newest v		
Set Detter: ACD Goal Setting: Julie Second() ago - Due 02/08/2018; Effective	22 second(s) sgn - Due 02/08/2018; Effective 12/31/2017	
	Annual Goal Setting:	
	The goal setting process helps define your performance w collaboration with your manager, you will draft specific go	ithin a calendar year (January 1 to Decem als and a plan for achieving them.
		8
		_
	Construction College	Contra Communication
	A simple step-by-step public	Edit everything on one page

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.

START: Goal Setting

Touchpoint Goal Alignment  Add the SMART goal description in the Description box. SMART goals should be defined in terms that are: Specific, Measureable, Achievable, Relevant, and Time-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.

Manager Review & Conversation Year-end Selfevaluation