This quick reference guide (QRG) supports HR Partners, Talent Partners, and managers who need to set individual goals on behalf of an employee. The employee can also set individual goals as a part of Employee Self-Service.
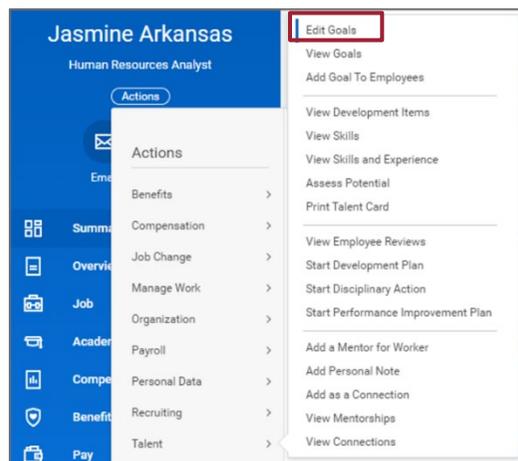
SET INDIVIDUAL GOALS

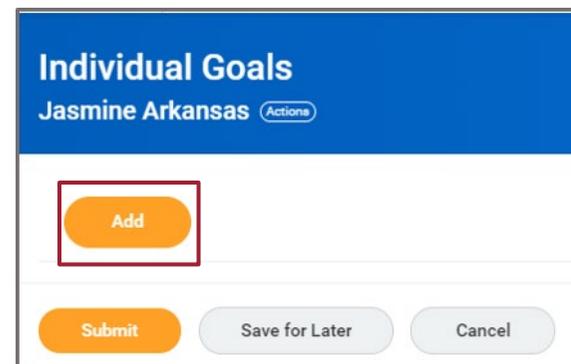To set an employee's individual goal, complete the following steps:

1. In the **Search** bar, enter the **employee name** and press **Enter**.
2. On the **Search Results** screen, click the employee name hyperlink to navigate to their profile.

The *Worker Profile* screen displays.

3. Click the **Actions** button.
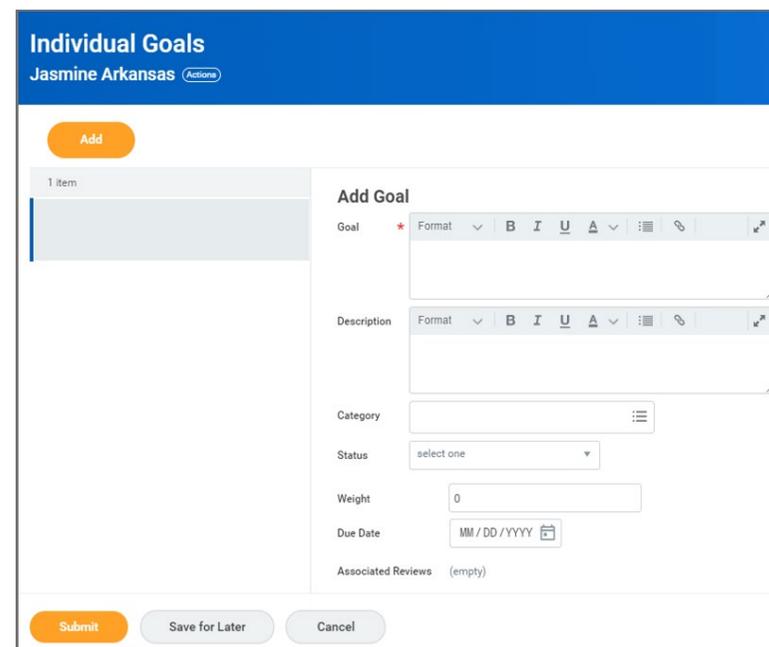4. Hover over **Talent** and select **Edit Goals**.

The *Individual Goals* screen displays.

5. Click Add.

The *Add Goal* section displays.

6. Enter a detailed description of the **Goal.**
7. Enter the metrics to measure success in **Description**.
8. In the **Category** field, select one of the following options:
   - **Clinical Work Objective**
   - **Development Objective**
   - **Education Objective**
   - **Leadership/Administration Objective**
   - **Performance Objective**
   - **Professional Development**
   - **Research Objective**
   - **University Objectives**

9. In **Status** field, select one of the following options:
   - **Not Applicable**
   - **Not Started**
   - **In Progress**
   - **Completed**
   - **Due**
   - **Overdue**
   - **Delayed/Postponed/Canceled**

10. In **Weight** field, enter desired value.

> Note: Weights for goals are flexible and may exceed 100 points.

11. Enter the **Due Date**.
12. Upon completion click **Submit**.

The submission confirmation page displays.
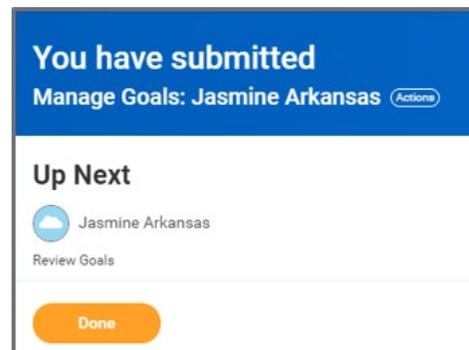
13. Click Done.

NEXT STEPS

The employee will receive an Inbox notification to review the individual goal. The employee can edit, approve, send back, or deny the individual goal.

The manager then approves the goal.