Talent Management: Goals and Development Plan: Set Individual Goals

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.

Jasmine Arkansas Human Resources Analyst (Actions)				Edit Goals View Goals Add Goal To Employees View Development Items
	Eme	Actions Benefits	>	View Skills View Skills and Experience Assess Potential
問	Summa	Compensation	ion >	View Employee Paviews
•	Overvie	Job Change	>	Start Development Plan
6	Job	Manage Work Organization	>	Start Disciplinary Action Start Performance Improvement Plan
٦	Acader	Payroll	>	Add a Mentor for Worker
њ	Compe	Personal Data	>	Add Personal Note
	Benefit	Recruiting	>	View Mentorships
6	Pay	Talent	•	View Connections

The Individual Goals screen displays.

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5. Click Add.

The Add Goal section displays.



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- 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.

