

Create Goals

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PURPOSE

In addition to the Competencies, Performance Goals are used in evaluations to measure an employee’s performance. Where Competencies are broad and more general in scope, goals are more directly related to the job the employee does. They can be entered by either the employee themselves or their manager and are pulled into reviews based on the target date and the review period; if the target date for a goal overlaps the evaluation period, it will show up on that performance review. Follow the steps below to make create new goals.

For Employees – Create New Goals

1. Under the Performance menu, click Goals and Job Duties.



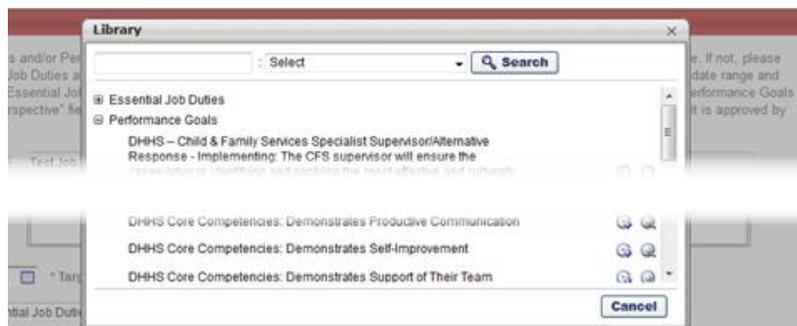
2. Click **Create** towards the top-left of the page to enter a new goal.



3. Enter the details of the goal: enter a title, description, pick the start and target dates, and choose a perspective (if this is a goal). As long as the start and target dates overlap part of the review period, the goal /job duty will be pulled into the review.

The screenshot shows a web form titled "Set" with a red header. Below the header is a paragraph of instructions: "If Essential Job Duties and/or Performance Goals have been assigned to you, you will see those on the 'Goals and Job Duties' home page. If not, please enter your Essential Job Duties and/or Performance Goals or Import them using the Goal Library, if applicable. You will need to select the date range and perspective for each Essential Job Duty and/or Performance Goal entered. You can tell the difference between Essential Job Duties and Performance Goals by looking at the 'Perspective' field below. NOTE: An Essential Job Duty and/or Performance Goal is in a 'Pending Approval' status until it is approved by your manager." A blue "Library" button is located to the right of this text. Below the instructions are several input fields: "Goals & Job Duties:" with a text box containing "Test Job Duty"; "Description:" with a rich text editor containing a blank area and a toolbar with icons for bold, italic, underline, bulleted list, and numbered list; "Start Date:" with a date picker set to "9/2/2014"; "* Target Date:" with a date picker set to "12/31/2016"; and "* Perspective:" with a dropdown menu set to "Essential Job Duties".

4. Some agencies use the Library for goals. If used by your agency, you can import a predetermined goal from the Library. To import a goal from the Library, click **Library** on the right side of the goal/job duty creation page (pictured above). This will open a new window where you can view goals and job duties in the library:



5. Expand a category by clicking the small plus icon to the left to show all available items in that category. To import the details of a goal from the library, click the import icon (🌐) to the right of the one you would like to import. This will fill in the details on the goal creation page. If nothing shows up in the window after clicking the Library button, your agency does not have any goals in the library available and you need to fill out the information manually.
6. Click **Submit** (if you are a manager of other employees, it will say **Next** instead – click **Next**, then click **Submit** on the next page).
7. You will now see the Goal with a status of Pending Modification Approval – your manager will need to approve your goals, as well as any changes you make to them in the future.

For Managers – Create Employees' Goals

1. Under the Performance menu, click the Goals and Job Duties link.



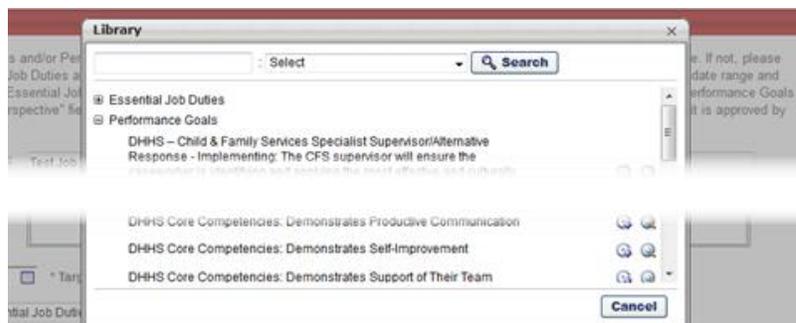
2. Click **Create** towards the top-left of the page to enter a new goal.



3. Enter the details of the goal: enter a title, description, pick the start and target dates, and choose a perspective (if this is a goal). As long as the start and target dates overlap part of the employee's review period, the goal will be pulled into the review.

The screenshot shows the 'Set' form for creating a goal. The form has a red header with the word 'Set'. Below the header is a paragraph of instructions: 'If Essential Job Duties and/or Performance Goals have been assigned to you, you will see those on the "Goals and Job Duties" home page. If not, please enter your Essential Job Duties and/or Performance Goals or Import them using the Goal Library, if applicable. You will need to select the date range and perspective for each Essential Job Duty and/or Performance Goal entered. You can tell the difference between Essential Job Duties and Performance Goals by looking at the "Perspective" field below. NOTE: An Essential Job Duty and/or Performance Goal is in a "Pending Approval" status until it is approved by your manager.' There is a 'Library' button on the right side of the instructions. Below the instructions is a form with the following fields: '* Goals & Job Duties:' with a text input containing 'Test Job Duty'; 'Description:' with a rich text editor; 'Start Date:' with a date picker set to '9/2/2014'; '* Target Date:' with a date picker set to '12/31/2016'; and '* Perspective:' with a dropdown menu set to 'Essential Job Duties'.

4. Some agencies use the Library for goals. If used by your agency, you can import a predetermined goal from the Library. To import a goal from the Library, click **Library** on the right side of the goal creation page (pictured above). This will open a new window where you can view goals in the library.



5. Expand a category by clicking the small plus icon to the left to show all available items in that category. To import the details of a goal from the library, click the import icon () to the right of the one you would like to import. This will fill in the details on the goal creation page. If nothing shows up in the window after clicking Library, your agency does not have any goals in the library available and you need to fill out the information manually.
6. Click **Next** at the bottom of the page.
7. On this page you can choose to whom you want to assign the goal – click **Your Team** and then you can choose members of your team.

8. Click **Submit** to assign the goal.

LINK HELP DESK CONTACT

If you have questions about requesting training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234