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.

![Goal Creation Example](image)

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:

![Library Window](image)

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 (MBED) 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.

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