

From: [Smith, Deirdre](#)
To: [Smith, Deirdre](#)
Subject: FW: SMART Goals Training and NEW Goals Functionality in the Employee Development Center
Date: Wednesday, September 28, 2016 12:42:33 PM
Attachments: [2017SupervisorPerformanceOutline.pdf](#)

From: Spellman, Amy

Subject: FW: SMART Goals Training and NEW Goals Functionality in the Employee Development Center

Hi All,

Some of you may have already noticed that the Goals section of the Employee Development Center has a new look and new functionality. While goals are a section of the Annual and Probationary Performance Reviews they are not meant to be entered into the system just in time to complete performance reviews. The enhancements to the goals section of the Employee Development Center allows better functionality to be able to enter and work with goals throughout the year. Employees can update goal progress and managers are able to monitor and respond with comments throughout the year.

New Goals Section Enhancements:

SMART Goals Wizard - The SMART Wizard guides users through the goal creation process, helping them to create Specific, Measurable, Actionable, Relevant, and Timely goals. The SMART Wizard contains five sections that cover the different aspects of the goal. Each section must be completed in order.

If any information is entered on the Create Goal page before opening the SMART Wizard, then that information is automatically prepopulated in the SMART Wizard.

To create a goal, go to PERFORMANCE > GOALS. Then click the CREATE button.
To create a goal using the SMART Wizard, click the WIZARD button in the upper right corner of the Create Goals page.

Goal Alignment - As a manager, you can create goals which are used to drive and measure your performance. With goal alignment, you will have the option to make your goal visible to your employees. When your goals are visible to other employees, they can view your goal and align with it. Creating goals and having your employees align to them is a good tool for you to ensure all employees are working towards common, meaningful goals.

You can create goals and assign them to your direct reports. Assigning goals allows you to set appropriate and smart goals for each of your employees.
The process for assigning goals is the same process you will follow for creating goals for yourself, but during the final step, the Assign step, you will select one of your direct reports.

Once this goal is assigned, it will appear in the My Goals tab on the goals main page for that employee. This goal will also appear in their performance review based on the date range of the goal and the review.

TRAINING OPPORTUNITIES:

Please take advantage of the training opportunities that are available to assist with SMART Goal writing and Performance Review Fundamentals. There are two FREE Lynda.com trainings on the homepage of the EDC and a short 18 minute training produced by State Personnel on SMART Goal Philosophies.

WEBEX Training for the NEW Process which gives a nice overview of the changes as a reminder or if you are new to the review process an opportunity to see it for the first time. Also, goes over the new Goals section and is a great overview for Supervisors/Mangers of the process. Please take advantage of these training opportunities provided by State Personnel.

To Register: Log in to the Employee Development Center>Search for Completing a Performance Review (Supervisors)

Webex sessions are available on 9/7/16 and 9/28/16 so far. More dates will be coming.

In Person sessions are available on 9/21/16, 9/22/16, 10/20/16, 11/10/16 and 12/15/16

Find the session you want and click request.

An overview of what will be covered in the training is attached for your review.

Annual reviews will launch 1/1/17 and will cover the calendar year 2016. Please let me know if you have any questions that I can assist you with or if you would like to meet to discuss the performance review process.

Thank you,

Amy Spellman, SHRM-CP, PHR

HR Assistant Director

Nebraska Department of Education

p. 402.471.5027

f. 402.471.6639

amy.spellman@nebraska.gov