



Your Goals

Goals ▾

Andrea Toucas ▾



People ▾



2013 Goal Plan for Andrea Toucas

Switch Plan: 2013 Goal Plan ▾

Use this worksheet to add or update goals. To quickly add a new goal, click the "Create a New Goal" button, or browse the hierarchy section to find an existing goal to add to your plan.

Cascade Selected... Delete Selected 1 Goal Wizard Create a New Goal Copy From Other Goal Plan

Employee Hierarchy

2 Benjamin Lee

Find user: [Advanced search](#)

Andrea Toucas

No Direct Reports

Display Options

Aligned Up Aligned Down Alerts Visibility Last Modified Metric Start Date Due Date % Complete Status

Displaying 1-3 of 3 Goals

Goals	Visibility	#	Goal Name*	Metric	Start Date	Due Date	% Complete	Status	Action
		3	[Benjamin Lee] Implement an online customer survey by end of Q2 to measure customer satisfaction with online services and transactions	Online survey implemented	01/01/2013	06/28/2013	30.0%	On Track	
<input type="checkbox"/>	Public	1.1	Implement an online customer survey by end of Q2 to measure customer satisfaction with online services and	Online survey implemented	01/01/2013	06/28/2013	30.0%	On Track	4

The Goal Plan provides an online work area to define goals and align them with the organization's strategy. In this guide, learn how to define and manage your goals.

It's Easy

To access your Goal Plan, select Goals from the drop-down navigation menu. Goals are also displayed on the My Goals portlet on the Home page.

1 Create New Goals

Click Goal Wizard, Create a New Goal, or Copy From Other Goal Plan to add goals to your Goal Plan.

2 View Manager's Goal Plan

To view public goals on your manager's Goal Plan, click the magnifying glass icon next to his/her name in Employee Hierarchy. Your manager may also view, add, and edit goals on your Goal Plan.

3 View Aligned Goals

Arrows above goals on your Goal Plan identify goals that your manager has cascaded to your Goal Plan.

4 Goal Actions

Click icons to take action on a goal:
 Edit the goal's details.
 Prioritize goals on the Goal Plan.
 Add calendar reminder for due date.

Smart Tip: Selecting whether a goal is public or private is now part of the create goals process. Remember a private goal is not a personal goal, the goal remains visible to managers.

Edit your goal below.

Fields marked with * are required.

Visibility: Private 1

Goal Name: 2

Metric: 3

Start Date: 01/01/2013 4

Due Date: 12/31/2013

% Complete: 0.0% 5

Status: Not Started 6

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Spotlight: Adding Personal Goals

Click Create a New Goal and then Personal Goal to create your own goal with custom content. A new window opens:

- 1 Visibility:** Make the goal Public or Private.
- 2 Goal Name:** Enter a description of the goal.
- 3 Metric:** Enter a quantifiable target for measuring results.
- 4 Start/Due Date:** Enter the time frame for working on the goal.
- 5 % Complete:** Track progress on goal completion.
- 6 Status:** Track goal status using drop-down menu.
- 7** Click Save Changes to add the goal to the Goal Plan.