

#### Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees – Line Manager Creates Goals for Employee

This Job Aid walks line managers through the process of creating goals for their direct reports for the Goals and Performance Evaluation Process.

- Audience:USS Employees with benefits that are required to have an annual or probationary<br/>performance evaluation.<br/>Unclassified Administrative & Professional Employees with benefits in non-<br/>instructional positions that are required to have an annual performance evaluation.
- NOTE: Faculty do not use this process

#### HRS Web

Resources: See <u>Goals and Performance Evaluation Process for USS and Unclassified</u> <u>Administrative & Professional Employees</u> for an overview of the performance evaluation process and information on setting goals and types of goals.





# Goals and Performance Evaluation Process for USS and Unclassified Administrative &

Navigator			
Product Management	My Team	🟢 My Dashboard	
💡 Ideas	🎲 My Team	Tools	
Payables	Team Talent	Set Preferences	
	Performance	🛃 Download Desktop Integration	
General Accounting	Talent Review	🖄 Worklist	
General Accounting Dashboard	About Me		
Period Close	茾 Career Development		
Financial Reporting Center	🛉 Career Planning 🔊 Goals		
PSU Resources	Performance		
PSU Pay Periods and Pay Check	🔓 Skills and Qualifications		
GUS HR Training Resources	🔓 Personal Information		
GUS Finance & Procurement Tra	Time		
Payroll	Expenses		
Accounting Distribution	My Account		
	Directory		
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	Getting Started		
Your "My Team Goals" p you will need to select the My Team Goals:		w period from the drop do	
Ň,		2018 Feb Probationary Review	



Goals and Performance Evaluation Process for USS and Unclassified Administrative &

	My Team Goals Fiscal Year 2018  View  Add Goal	
5.	From the "Add Goal" drop down, select "New Goal" My Team Goals: Fiscal Year 2018	
	iny lealin Goals. Fiscal feat 2010	
	View  Add Goal New Goal	
	Library Cool	
	Library Goal	
6.	The following page will appear. If the check box by the employed and unavailable to use, it means the employee has a goal that you Once you approve the goal, you can enter goals for the employee	need to approve.
	Workers Worker Type Direct reports	Goal Plan
		FY 2018 Goals - Edited Plan
		FY 2018 Goals - Edited Plan
	Goal Plan	
	FY 2018 Goals - Edited Plan	FV 2018 Goals - Edited Plan
		FY 2018 Goals - Edited Plan
	Workers	FY 2018 Goals - Edited Plan
	V Workers	FY 2018 Goals - Edited Plan
	<ul> <li>a. Allow workers to update key attributes – this allows employe update the goal. If you do not want the employee to edit and/uncheck the box.</li> <li>b. Worker Type = Direct reports – this cannot be changed</li> <li>c. Workers – select the employee(s) in which you want to add a more than one employee, all the employees selected will get t</li> <li>d. Goal Plan = goal plan selected in Step 5.</li> </ul>	for update the goal, goal. If you select

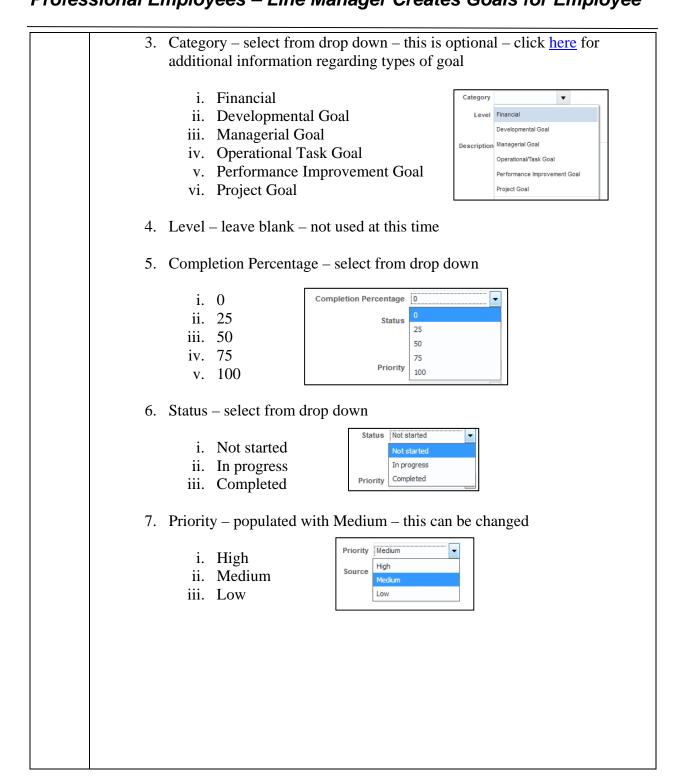


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	Once you have selected the employee(s), click "Next"	
	Select Workers:	Next Cancel
	Workers	Geel Plan Pr 2016 Geen - Steel Plan Pr 2016 Geen - Steel Plan Pr 2016 Geen - Steel Plan O
7.	Enter the Goal Name – this will be the goal name displaye Goals" page.	ed on the employee's "My
	Example: "Develop and implement procedures to manage the student	employee appointment process."
	Add Goal for My Team	
0	Enter Cool Deteiler	
8.	Enter Goal Details:	
	* Start Date 6/18/17 00 Target Completion Date 6/16/18 00 Actual Completion Date 00	Completion Percentage 0 V Status Not started V
	Category  Level  Private	Priority Medium   Source Worker
	<ol> <li>Start Date – will be populated with first day of changed</li> </ol>	review period but can be
	<ol> <li>Target Completion Date – will be populated with but can be changed</li> </ol>	ith last day of review period
	Goal Details  * Start Date 6/18/17	

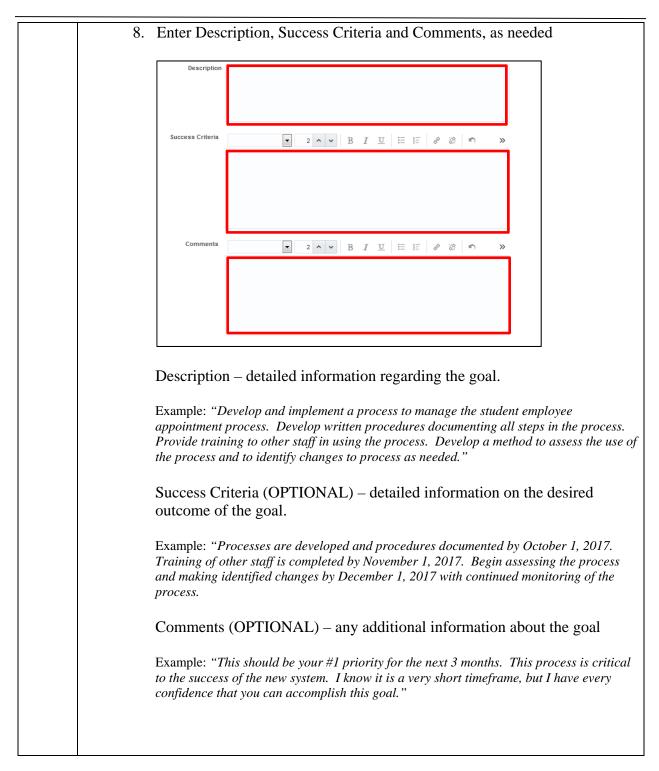


#### Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees – Line Manager Creates Goals for Employee





### Goals and Performance Evaluation Process for USS and Unclassified Administrative &





#### Goals and Performance Evaluation Process for USS and Unclassified Administrative & Ρ

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b.	Type – select from drop down
	* Type Coaching Coaching Conference Job Shadowing Mentoring Other Project Research Task Force Training
c.	Status – select from drop down
	Status     Not started       Not started       In progress       Completed       Overdue
d.	Start Date – will be populated with today's date, but can be changed
e.	Priority (OPTIONAL) – select from drop down
	Priority Medlum High Medium Low
f.	Completion Percentage = select from drop down
	Completion Percentage 25 50 75 100



# Goals and Performance Evaluation Process for USS and Unclassified Administrative &

	g. Target Completion Date – enter date
	h. Comments (OPTIONAL) – enter any additional information about the task
	Comments
8.	Click "Save and Close" in the upper right corner.
	"Cord Name" Test Doc 42
10.	A confirmation box will appear. Click "OK" to continue.
	Confirmation X The goal was added.
10.	You will return to the "My Team Goals" page. You can now add another goal by following Steps $5 - 10$ .
	My Team Goals: Fiscal Year 2018
	Image: Vew • Add Goal •     In progress Image: Compared       2 Tour
	2 tos
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# Goals and Performance Evaluation Process for USS and Unclassified Administrative &

11	Click on the employee's name to view the employee's goals.			
	Click on the goal name to view the goal details, update and/or edit	the goal.		
	Goal Plan FV 2013 Goals - Edited Plan Portuge By Add Goal V 💩			
	class Assigned Goal for All Employees	Category Financial	0%	-
	Preischy Megun	Due in 130 days	Not started	
	Test Goal Set by Line Manager	Category Performance Improvement Goal	255	-
	Priority Vielum	Due in 23 days	In progress	
12.	You will not be able to add or edit any of your goals until your line	0		
	approved, edited or rejected your goals. After your line manager ha	as acted on	your	
	goals, you will be able to add additional goals or edit the approved		•	
	1 Sound, you will be use to use additional goals of east the approved	Sours.		