

PERFORMANCE MANAGEMENT

ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

Purpose

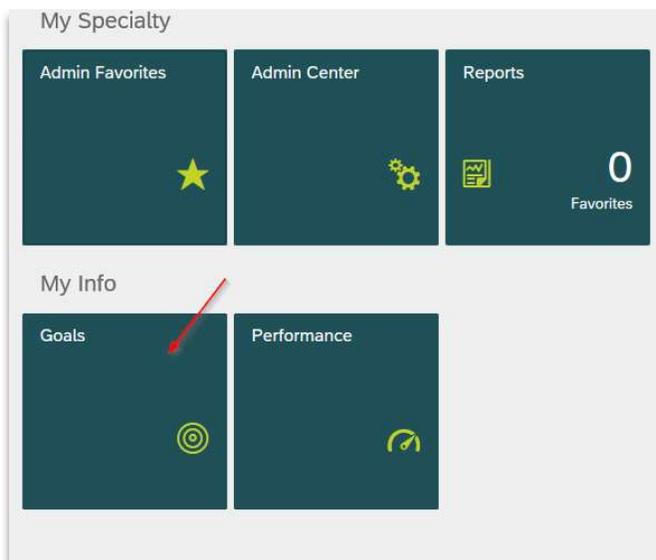
This job aid walks users through the process of entering goals in Talent *Connect* and provides instructions for leaders to [cascade goals](#) to direct reports.

Entering Goals in Talent *Connect*

1. Access Talent *Connect* via the Intranet under Applications.



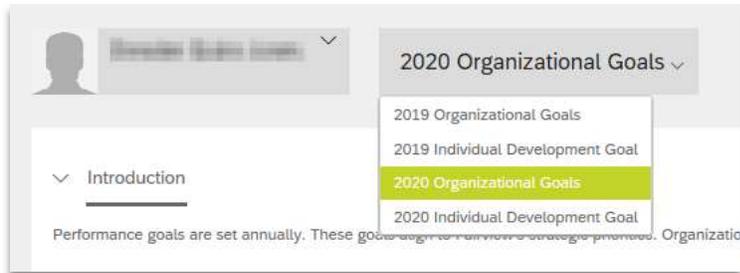
2. You should be signed in automatically; if you are not, simply enter your organization credentials (username and password).
3. Click the **Goals** tile on the home page.



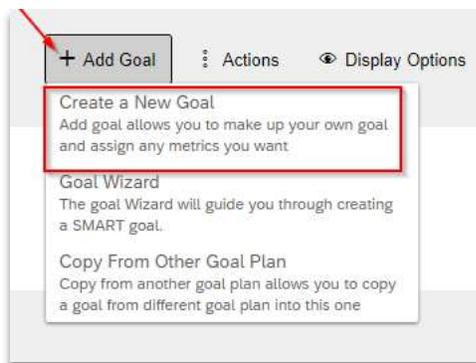
4. Start with your Organizational Goals. Select **Organizational Goals for the appropriate year** from the drop down.
Note: Organizational Goals are viewable by everyone in the organization.

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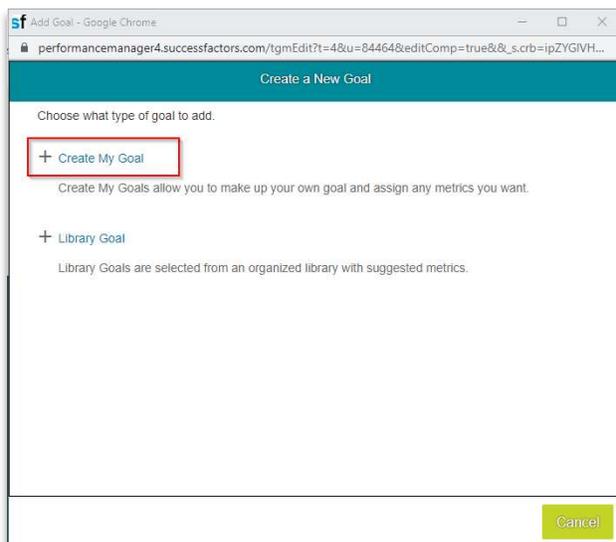
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5. Click **Add Goal** at the top right of the form and choose **Create a New Goal** from the dropdown.



6. Select **Create My Goal** from the pop-up window.

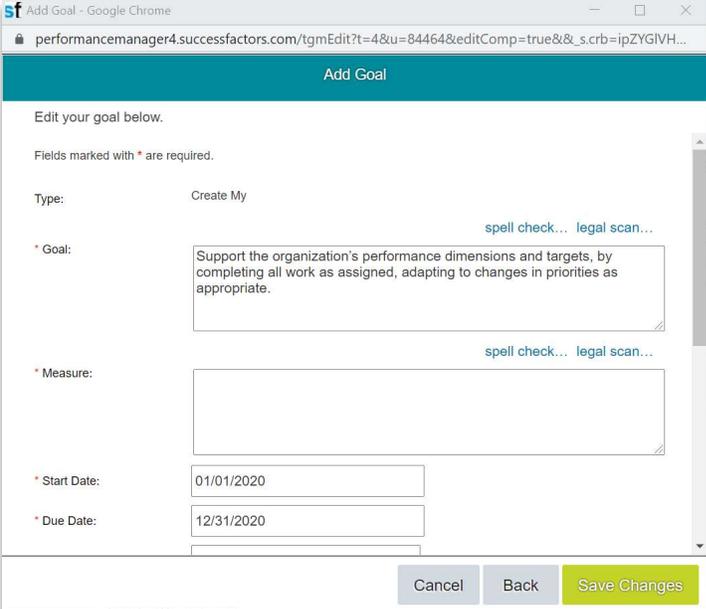


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7. In the *Goal* text box, enter your organizational goal.

For 2020, due to the unprecedented year, we acknowledge that organizational goals may not have been as defined or may have changed significantly. As needed, employees and leaders may enter a generic, simple organizational goal and measure. For example, "Support the organization's performance dimensions and targets" and "Complete all work as assigned, adapting to changes in priorities as appropriate."



The screenshot shows a web browser window titled "Add Goal - Google Chrome" with the URL "performancemanager4.successfactors.com/tgmEdit?t=4&u=84464&editComp=true&&_s.crb=ipZYGIVH...". The page has a teal header with the text "Add Goal". Below the header, it says "Edit your goal below." and "Fields marked with * are required." The form includes a "Type:" dropdown set to "Create My" with "spell check..." and "legal scan..." links. The "* Goal:" field contains the text: "Support the organization's performance dimensions and targets, by completing all work as assigned, adapting to changes in priorities as appropriate." The "* Measure:" field is empty. The "* Start Date:" is "01/01/2020" and the "* Due Date:" is "12/31/2020". At the bottom are "Cancel", "Back", and "Save Changes" buttons.

8. In the *Measure* text box, enter a generic, simple measure.

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9. Choose the start and end date for your goal.
10. Select the appropriate *Status* from the dropdown.

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Add Goal

Edit your goal below.

* Start Date: 01/01/2020

* Due Date: 12/31/2020

* Status: Not Started

spell check... legal scan...

Comments:

Milestones (optional): + Add Milestones (optional)

Performance Dimensions - Choose the one Performance Dimension that best aligns with this goal:

Quality & Safety

11. Add *Comments* and/or *Milestones* if you choose.
12. Choose one *Performance Dimension* that your work most closely aligns with.
13. Once all information has been entered, click **Save Changes**.

Performance Dimensions - Choose the one Performance Dimension that best aligns with this goal:

Quality & Safety

People Engagement

Customer Experience

Efficiency

Research & Education

Cancel Back Save Changes

Your goal will appear in Talent *Connect*. You can update the status or add comments at any time.

Organizational Goal	Measure	Status	Start Date	Due Date	Action
<input type="checkbox"/> Support the organization's performance dimensions and targets, by completing all work as assigned, adapting to changes in priorities as appropriate. Edit	Completion of work is on deadline a minimum of 90%	On Track	01/01/2020	12/31/2020	

Comments:

Now you will add your Development Goal(s).

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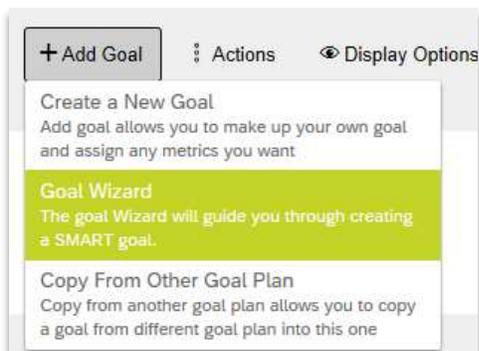
Setting Individual Development Goals

Development goals will not be rated; however, they are an important part of an employee's development. Employees should work with their leader to determine a meaningful, SMART development goal and enter it in Talent *Connect*. Employees should update their progress towards their development goal in Talent *Connect* on a regular basis.

1. Select **Individual Development Goal for the appropriate year** from the drop down.



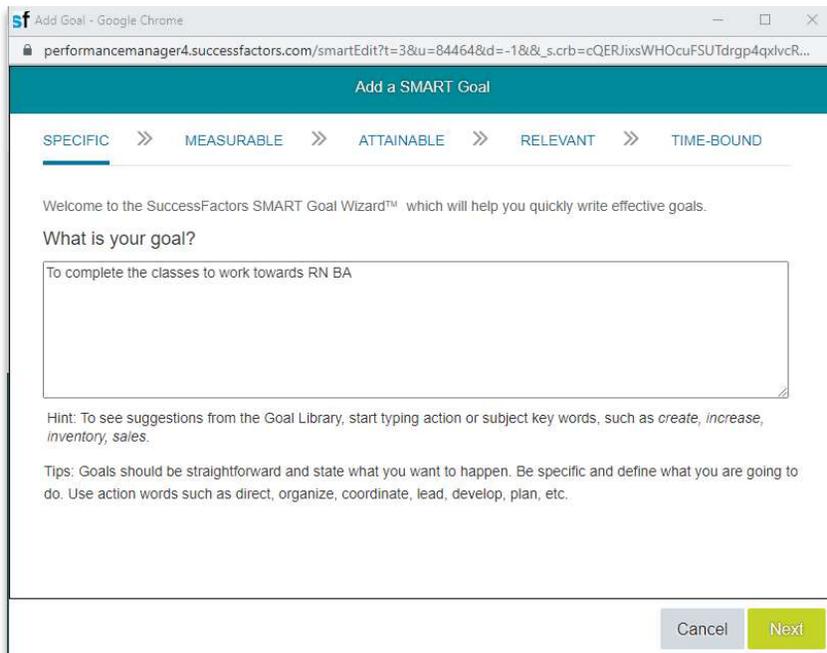
2. In the goal form, click **Add Goal** and choose **Goal Wizard**.



3. Follow the steps to complete the entry of your development goal.
 - a. In the *What is your goal* text box, enter your development goal and click **Next**.

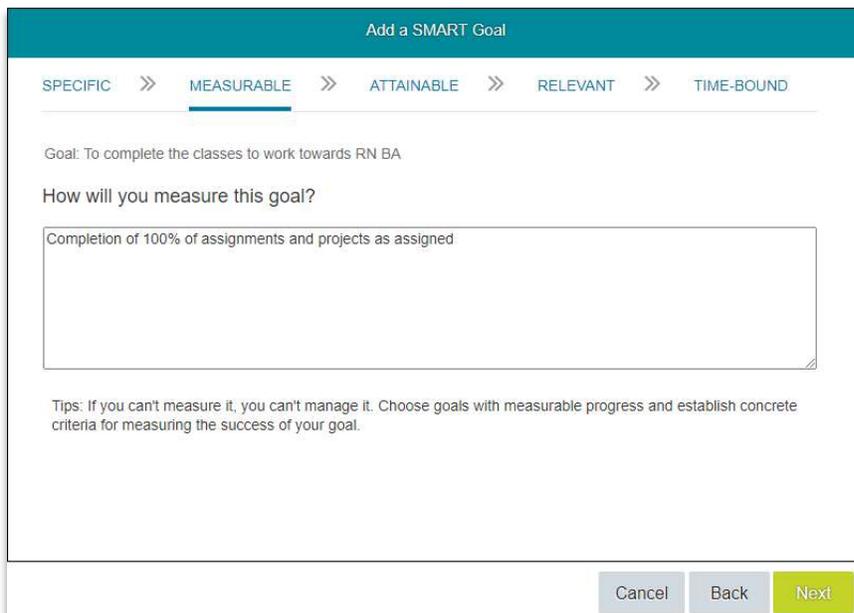
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The screenshot shows a web browser window titled "Add Goal - Google Chrome" with the URL "performancemanager4.successfactors.com/smartEdit?t=3&u=84464&d=-1&&_s_crb=cQERJixsWHOcuFSUTdrgp4qxlvR...". The page is titled "Add a SMART Goal" and features a progress bar with five steps: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, and TIME-BOUND. The "SPECIFIC" step is currently selected and highlighted with a blue underline. Below the progress bar, a welcome message reads: "Welcome to the SuccessFactors SMART Goal Wizard™ which will help you quickly write effective goals." The main heading is "What is your goal?". A text input field contains the text "To complete the classes to work towards RN BA". Below the input field, a hint states: "Hint: To see suggestions from the Goal Library, start typing action or subject key words, such as *create, increase, inventory, sales.*" A tip below that says: "Tips: Goals should be straightforward and state what you want to happen. Be specific and define what you are going to do. Use action words such as direct, organize, coordinate, lead, develop, plan, etc." At the bottom right, there are two buttons: "Cancel" and "Next".

- b. In the *How will you measure this goal* text box, enter how you will measure progress towards this goal, and click **Next**.



The screenshot shows the same "Add a SMART Goal" wizard, but now the "MEASURABLE" step is selected and highlighted with a blue underline. The "Goal" field now displays "Goal: To complete the classes to work towards RN BA". The main heading is "How will you measure this goal?". The text input field contains the text "Completion of 100% of assignments and projects as assigned". Below the input field, a tip states: "Tips: If you can't measure it, you can't manage it. Choose goals with measurable progress and establish concrete criteria for measuring the success of your goal." At the bottom right, there are three buttons: "Cancel", "Back", and "Next".

- c. Is this goal attainable? Select **Yes** and click **Next**.

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The screenshot shows the 'Add a SMART Goal' form with the 'ATTAINABLE' step selected. The goal text is 'To complete the classes to work towards RN BA' and the measure is 'Completion of 100% of assignments and projects as assigned'. The question 'Is this goal attainable?' has 'Yes' selected. A tip explains that goals should be within reach but also stretch the user. Navigation buttons 'Cancel', 'Back', and 'Next' are at the bottom.

Add a SMART Goal

SPECIFIC >> MEASURABLE >> **ATTAINABLE** >> RELEVANT >> TIME-BOUND

Goal: To complete the classes to work towards RN BA

Measure: Completion of 100% of assignments and projects as assigned

Is this goal attainable?

No Yes

Tips: Goals must be within your capacity to reach. If goals are set too far out of your reach, you cannot commit to accomplishing them. Goals need to stretch you slightly so you feel you can do it and it will need a real commitment from you. Success in reaching attainable goals keeps you motivated.

Cancel Back Next

d. Is this goal relevant? Select **Yes** and click **Next**.

The screenshot shows the 'Add a SMART Goal' form with the 'RELEVANT' step selected. The goal text and measure are the same as in the previous step. The question 'Is this goal relevant?' has 'Yes' selected. A tip explains that goals should be consistent with other goals and aligned with organizational goals. Navigation buttons 'Cancel', 'Back', and 'Next' are at the bottom.

Add a SMART Goal

SPECIFIC >> MEASURABLE >> ATTAINABLE >> **RELEVANT** >> TIME-BOUND

Goal: To complete the classes to work towards RN BA

Measure: Completion of 100% of assignments and projects as assigned

Is this goal relevant?

No Yes

Tips: Goals should be relevant. Make sure each goal is consistent with your other goals and aligned with the goals of the company, your manager, or your department.

Cancel Back Next

e. Enter the start and end dates for your development goal and click **Next**.

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The screenshot shows the 'Add a SMART Goal' form with the 'TIME-BOUND' step selected. The goal text is 'To complete the classes to work towards RN BA' and the measure is 'Completion of 100% of assignments and projects as assigned'. The timeline is set from 01/01/2020 to 12/31/2020, resulting in a 365-day duration. A tip at the bottom suggests setting a timeframe for the goal.

Goal: To complete the classes to work towards RN BA
Measure: Completion of 100% of assignments and projects as assigned
What is your timeline?
Start Date: 01/01/2020 End Date: 12/31/2020 365 days
Tips: Set a timeframe for the goal: for next week, in three months, end of the quarter. Putting an end point on your goal gives you a clear target to work towards. Without a time limit, there's no urgency to start taking action now.

Buttons: Cancel, Back, Next

- f. Review your goal details. Click **Add More Details** to add comments (optional). To make changes, click **Back**. To delete the goal, select **Cancel**.
- g. If you are satisfied, click **Save & Close**.

The screenshot shows the 'Add a SMART Goal' form with the confirmation step. It displays the goal details and allows the user to confirm or add more details. The 'Attainable' and 'Relevant' criteria are marked with green checkmarks.

Please confirm your goal and click **Save**.

Confirm your SMART goal

Specific: To complete the classes to work towards RN BA
Measurable: Completion of 100% of assignments and projects as assigned
Attainable: ✓
Relevant: ✓
Time-bound: 01/01/2020 - 12/31/2020
[+ Add More Details](#)

Buttons: Cancel, Back, Save & Close

Your goals have been recorded in Talent *Connect*! You may track progress in Talent *Connect* throughout the year.

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Cascading Goals

Leaders should follow the process below to cascade goals to their direct reports.

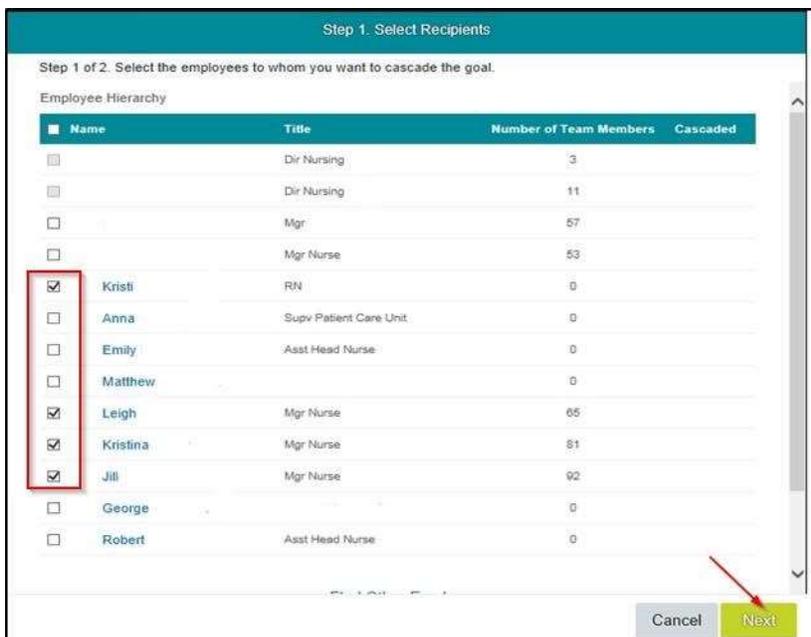
For 2020, due to the unprecedented year, we acknowledge that organizational goals may not have been as defined or may have changed significantly. As needed, employees and leaders may enter a generic, simple organizational goal and measure. For example, "Support the organization's performance dimensions and targets" and "Complete all work as assigned, adapting to changes in priorities as appropriate."

Your employees will be rated on this simple organizational goal in the Performance to Goals section of their performance review.

1. To cascade a goal to an employee, start by clicking the check box to the left of the goal(s) you wish to cascade.



2. Click the boxes to the left of the names of the employees you wish to cascade the goal to and click **Next**.



3. Edit the goal to display as you would like the employee(s) to see it. Your original goal on your goal plan will not change. Click **Cascade** when you're done editing.

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Step 2. Edit Goal

Step 2 of 2. You can edit the goal (optional) before cascading it to the selected recipients.

Fields marked with * are required.

Already Cascaded To: none

Type: Create My

* Goal: Reduce hospital-acquired infections rate

* Measure: Reduce hospital-acquired infections rate by ___

* Weight: 50.0 %

* Start Date: 01/01/2019

* Due Date: 12/31/2019

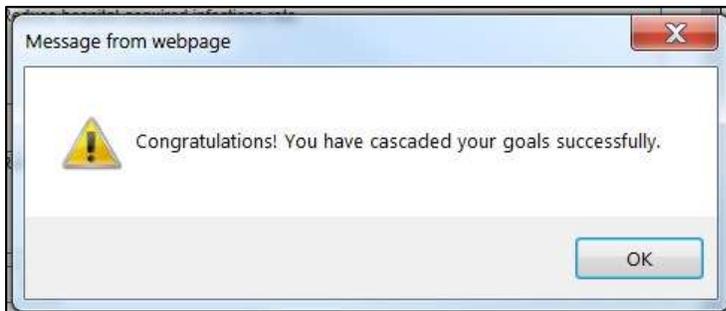
* % Complete: 0.0 %

* Status: Not Started

Comments:

Cancel Back Cascade

4. Click **Ok** in the pop-up box confirming the cascade. The selected employee(s) will get an alert in the system that they now have a new cascaded goal.



5. The names of the employees to whom you cascaded the goal to will appear below your original goal.
6. You will receive an alert if any of these employees alter the cascaded goal.

Reduce hospital-acquired infections rate [Edit](#)

Alert - Aligned Down goal modified by Jill | 12/14/18 3:38 PM [clear alert](#)

Employee	Goal	Measure	Weight	Status	Start Date	Due Date	% Complete
Krist	Reduce hospital-acquired infections rate	Reduce hospital-acquired infections rate by ___	50.0%	Not Started	01/01/2019	12/31/2019	0.0%
Leigh	Reduce hospital-acquired infections rate	Reduce hospital-acquired infections rate by ___	50.0%	Not Started	01/01/2019	12/31/2019	0.0%
Kristina	Reduce hospital-acquired infections rate	Reduce hospital-acquired infections rate by ___	50.0%	Not Started	01/01/2019	12/31/2019	0.0%
Jill	Reduce hospital-acquired infections rate	Reduce hospital-acquired infections rate by 5%	25.0%	On Track	01/01/2019	12/31/2019	0.0%

Your goal(s) have been cascaded in Talent *Connect*! You may track progress in Talent *Connect* throughout the year.