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).
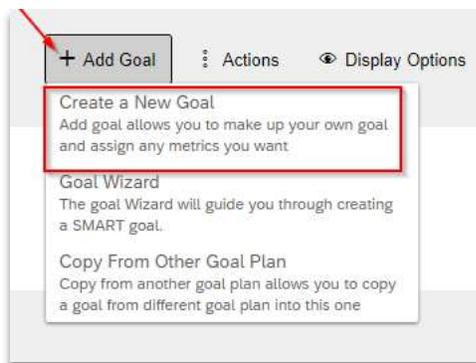3. Click the **Goals** tile on the home page.
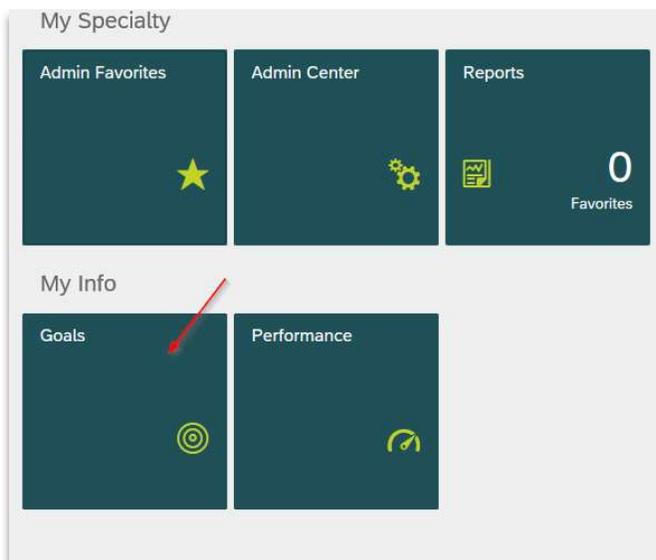
4. Start with your Organizational Goals. Select **Organizational Goals for the appropriate year** from the drop down.
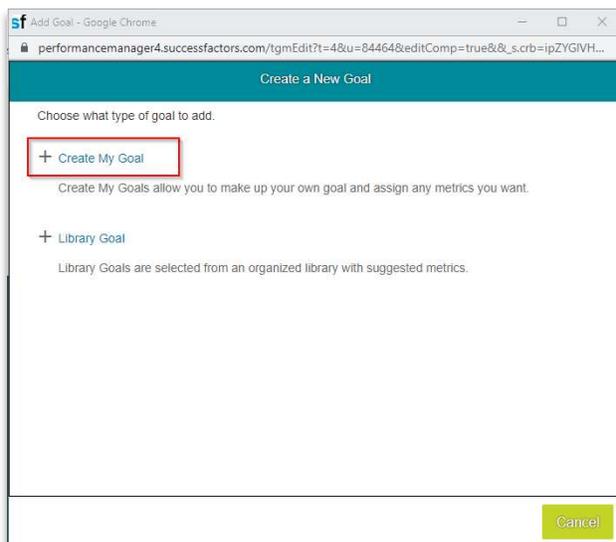   **Note**: Organizational Goals are viewable by everyone in the organization.

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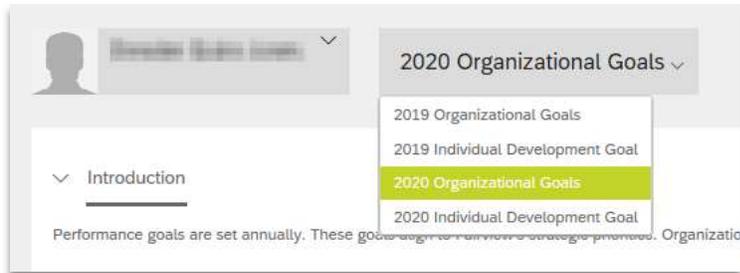
5. Click **Add Goal** at the top right of the form and choose **Create a New Goal** from the dropdown.

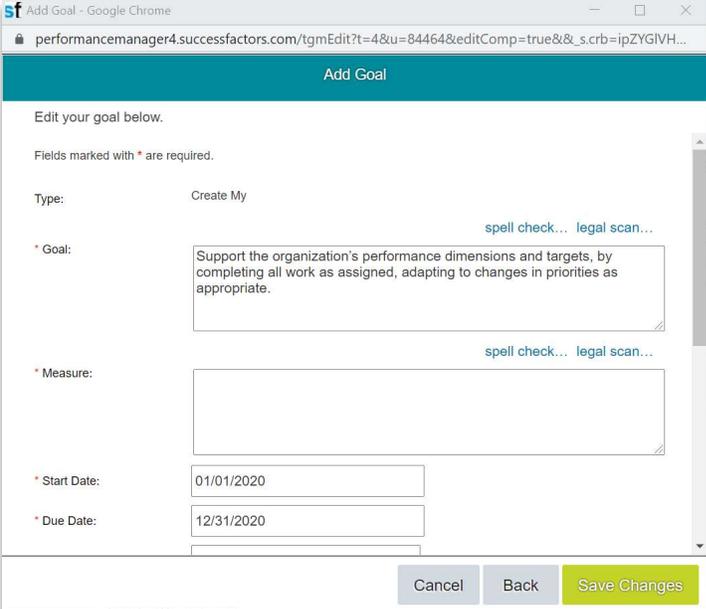6. Select **Create My Goal** from the pop-up window.

ORGANIZATIONAL
DEVELOPMENT & LEARNING

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."

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

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

ORGANIZATIONAL
DEVELOPMENT & LEARNING

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**.

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

Now you will add your Development Goal(s).

PERFORMANCE MANAGEMENT
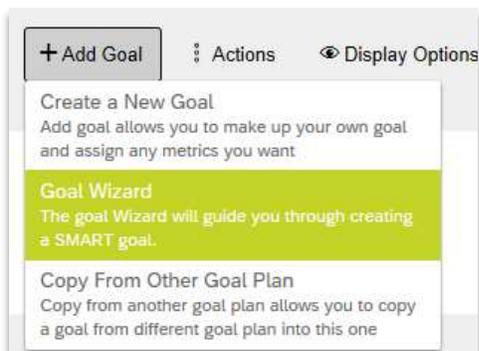
ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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**.

ORGANIZATIONAL
DEVELOPMENT **&** LEARNING

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

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

ORGANIZATIONAL
DEVELOPMENT & LEARNING

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

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

PERFORMANCE MANAGEMENT

ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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**.

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

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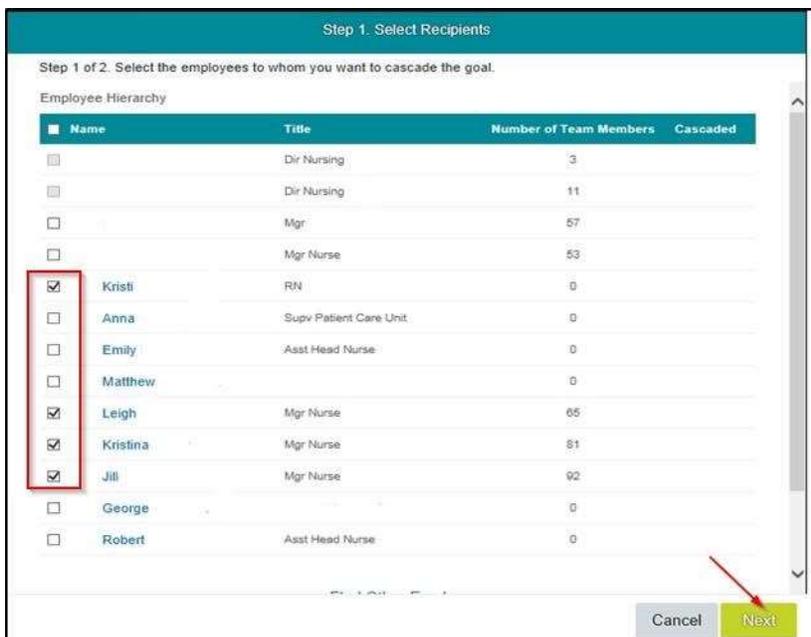
3. Edit the goal to display as you would like the employee(s) to see it. Your original goal on your goal plan will not change. Click **Cascade** when you're done editing.

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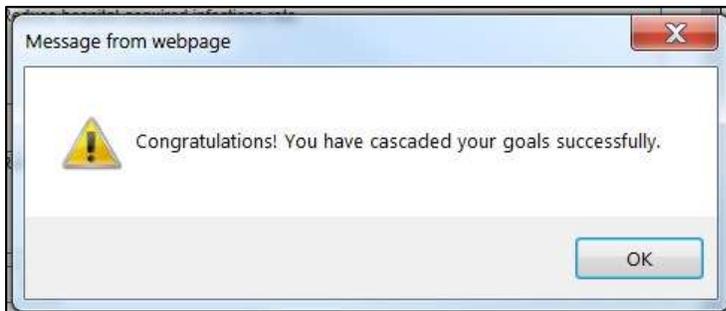
5. The names of the employees to whom you cascaded the goal to will appear below your original goal.
6. You will receive an alert if any of these employees alter the cascaded goal.

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

ORGANIZATIONAL
DEVELOPMENT & LEARNING