

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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### Purpose

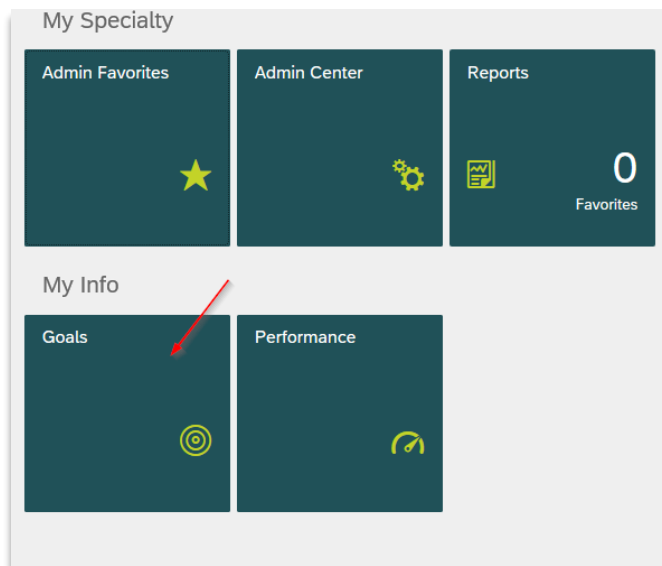
This job aid walks users through the process of entering goals in Talent *Connect* and provides instructions for leaders to [cascade goals](#) to direct reports.

### Accessing Goal Forms 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.



Start with your Organizational Goals.

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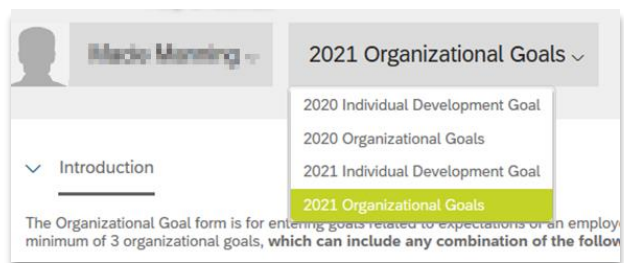
## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

### Setting Organizational Goals

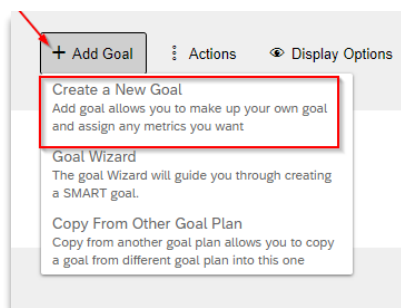
Organizational goals will be rated at the end of the performance cycle. Employees should work with their leader to determine a meaningful, SMART development goal and enter it in Talent *Connect*. Employees should update their progress towards their goals in Talent *Connect* on a regular basis.

4. Select **Organizational Goals for the appropriate year** from the drop down.

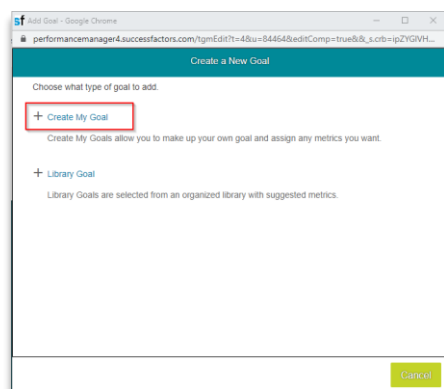
**Note:** Please ensure you have selected the goal form for the correct year. Organizational Goals are viewable by everyone in the organization.



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 **Add Goal** text box, enter your organizational goal.

Organizational goals can be connected to daily work, projects, strategic priorities, etc. Employees should work with leaders to determine appropriate organizational goals.

The screenshot shows a web browser window titled "Add Goal - Microsoft Edge". The URL is [https://hcm4preview.sapsf.com/tgmEdit?t=8&u=mmannin3&editComp=true&&s\\_crb=MV2Aup5%2bM1cXg6%2bruRAFF7%2bhh3G4ko](https://hcm4preview.sapsf.com/tgmEdit?t=8&u=mmannin3&editComp=true&&s_crb=MV2Aup5%2bM1cXg6%2bruRAFF7%2bhh3G4ko). The page has a teal header with "Add Goal". Below the header, it says "Edit your goal below." and "Fields marked with \* are required." The form contains the following fields:

- Type: Create My
- \* 2021 Goal: Use industry tools and methods to identify and initiate analysis of systems to prevent future errors. Below the text box are links for "spell check..." and "legal scan..."
- \* 2021 Measure: (empty text box). Below the text box are links for "spell check..." and "legal scan..."
- \* Start Date: 01/01/2021
- \* Due Date: 12/31/2021
- \* Status: Not Started (dropdown menu)

At the bottom of the form are three buttons: "Cancel", "Back", and "Save Changes".

8. In the **Measure** text box, enter how you will measure progress to the goal.

The screenshot shows the same "Add Goal" form as above, but with the "2021 Measure" field filled with the text "Less errors due to keeping up with industry tools and methods". The "Start Date" and "Due Date" fields are now filled with "01/01/2021" and "12/31/2021" respectively. The "Status" dropdown menu is still set to "Not Started". The "Comments" field is now visible at the bottom of the form, with a "spell check..." and "legal scan..." link below it. The "Cancel", "Back", and "Save Changes" buttons remain at the bottom.

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

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11. Add **Comments** and/or Milestones if you choose.

**Note:** Comments and milestones can be updated throughout the year.

12. Check the **Performance Dimension** that your goal 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.

Organizational	2021 Measure	Status	Start Date	Due Date	CFM Achievements	Action
<input type="checkbox"/>	Use industry tools and methods to identify and initiate analysis of systems to prevent future errors. <a href="#">Edit</a>	In Progress	01/01/2021	12/31/2021	0	

Now you will add your Development Goal(s).

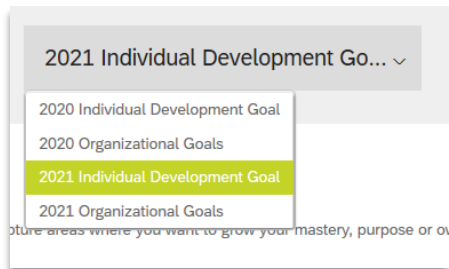
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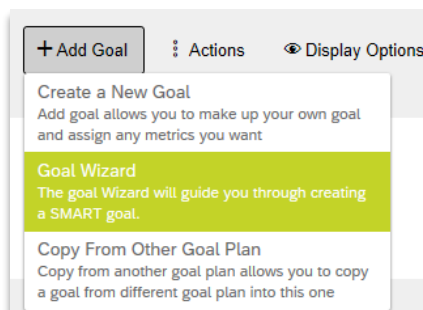
### Setting Individual Development Goals

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.

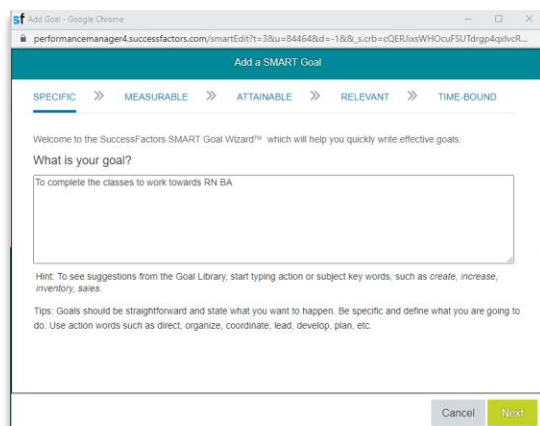
1. Select **Individual Development Goal for the appropriate year** from the drop down.



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



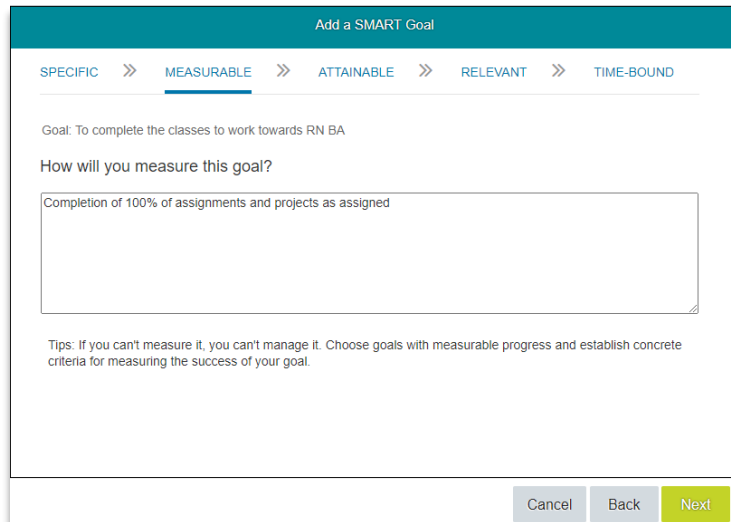
3. Follow the steps to complete the entry of your development goal.
  - a. In the *What is your goal* text box, enter your development goal and click **Next**.



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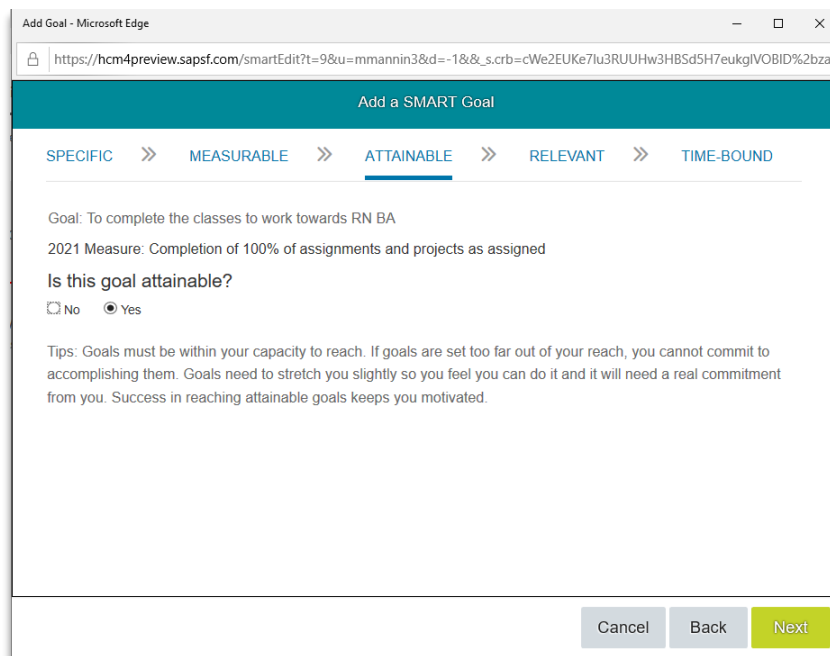
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- b. In the *How will you measure this goal* text box, enter how you will measure progress towards this goal, and click **Next**.



The screenshot shows a web form titled "Add a SMART Goal". At the top, there is a progress bar with five steps: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, and TIME-BOUND. The "MEASURABLE" step is currently selected and highlighted. Below the progress bar, the goal text reads "Goal: To complete the classes to work towards RN BA". The question "How will you measure this goal?" is followed by a text input field containing the text "Completion of 100% of assignments and projects as assigned". Below the input field, there is a tip: "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 of the form, there are three buttons: "Cancel", "Back", and "Next".

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



The screenshot shows the same "Add a SMART Goal" form, but now the "ATTAINABLE" step is selected and highlighted in the progress bar. The goal text remains "Goal: To complete the classes to work towards RN BA". Below it, the "2021 Measure" is "Completion of 100% of assignments and projects as assigned". The question "Is this goal attainable?" is followed by two radio button options: "No" (which is unselected) and "Yes" (which is selected). Below the radio buttons, there is a tip: "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." At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next".

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

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Add Goal - Microsoft Edge

https://hcm4preview.sapsf.com/smartEdit?t=9&u=mmannin3&d=-1&&\_s\_crb=cWe2EUKe7lu3RUUHW3HBSd5H7eukglVOBID%2bza!

Add a SMART Goal

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

Goal: To complete the classes to work towards RN BA  
2021 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**.

Add Goal - Microsoft Edge

https://hcm4preview.sapsf.com/smartEdit?t=9&u=mmannin3&d=-1&&\_s\_crb=cWe2EUKe7lu3RUUHW3HBSd5H7eukglVOBID%2bza!

Add a SMART Goal

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

Goal: To complete the classes to work towards RN BA  
2021 Measure: Completion of 100% of assignments and projects as assigned

What is your timeline?

Start Date: 01/01/2021 End Date: 12/31/2021 364 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.

Cancel Back Next

f. Review your goal details.

g. Click **Add More Details** to add comments (optional). To make changes, click **Back**. To delete the goal, select **Cancel**.

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h. If you are satisfied, click **Save & Close**.

Add a SMART Goal

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:** 01/01/2021 - 12/31/2021

[+ Add More Details](#)

Cancel Back **Save & Close**

Your goals have been recorded in Talent *Connect*! You may track progress in Talent *Connect* throughout the year by using the Edit feature on the Goal page.

Build organization's change management capability. [Edit](#)

Identify change management model/approach and streamline tools for leader use in driving organizational change. **On Track** 02/03/2020 12/31/2020

Comments:

Date	By	Comment
		Let's start in March identify model (AP/AR) to record our change approach...

[Edit goal](#)  
[View goal detail](#)  
[Link to another Employee's goal](#)

## Cascading Goals

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

**Note:** If you are cascading goals down to your team, **please edit the goal to fit their role/function**. This will ensure that employees have goals that are relevant to their work.

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.

<input checked="" type="checkbox"/>	Reduce hospital-acquired infections rate <a href="#">Edit</a>
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- Click the boxes to the left of the names of the employees you wish to cascade the goal to and click **Next**.

Step 1. Select Recipients

Step 1 of 2. Select the employees to whom you want to cascade the goal.

Employee Hierarchy

Name	Title	Number of Team Members	Cascaded
<input type="checkbox"/>	Dir Nursing	3	
<input type="checkbox"/>	Dir Nursing	11	
<input type="checkbox"/>	Mgr	57	
<input type="checkbox"/>	Mgr Nurse	53	
<input checked="" type="checkbox"/>	Kristi	RN	0
<input type="checkbox"/>	Anna	Supv Patient Care Unit	0
<input type="checkbox"/>	Emily	Asst Head Nurse	0
<input type="checkbox"/>	Matthew		0
<input checked="" type="checkbox"/>	Leigh	Mgr Nurse	65
<input checked="" type="checkbox"/>	Kristina	Mgr Nurse	81
<input checked="" type="checkbox"/>	Jill	Mgr Nurse	92
<input type="checkbox"/>	George		0
<input type="checkbox"/>	Robert	Asst Head Nurse	0

Cancel Next

- 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.

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

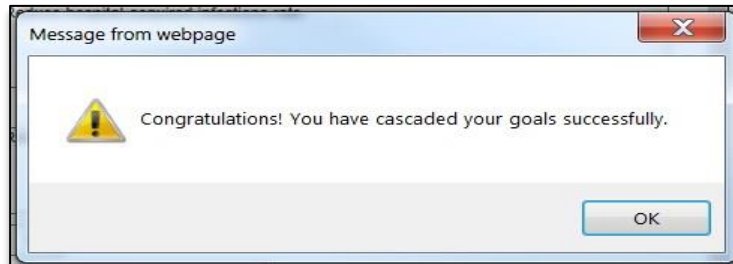
Comments:

Cancel Back Cascade

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- 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.



- The names of the employees to whom you cascaded the goal to will appear below your original goal.
- 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.