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.

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.
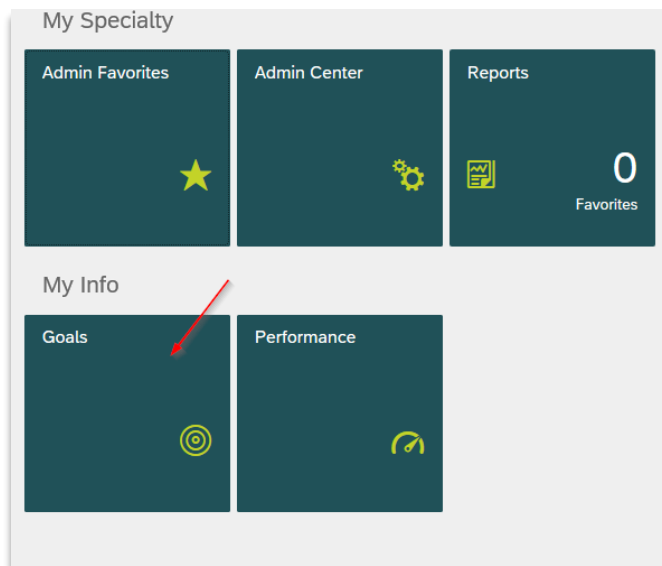
Start with your Organizational Goals.

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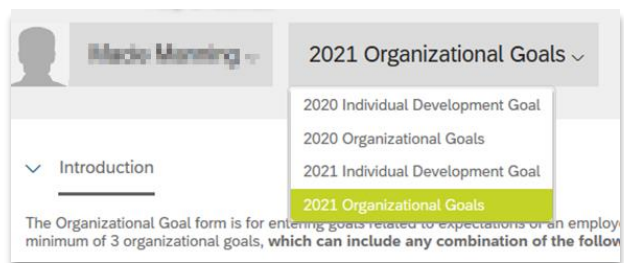**DEVELOPMENT & LEARNING**

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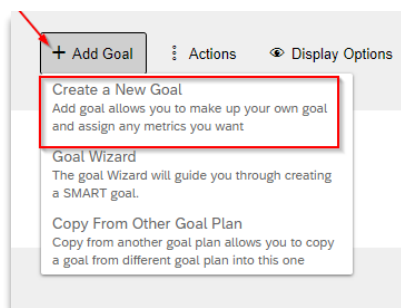
Setting Organizational Goals

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.

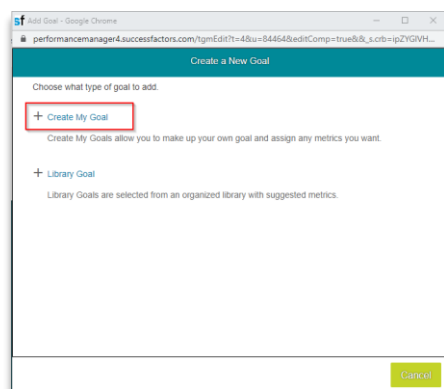4. Select **Organizational Goals for the appropriate year** from the drop down.
   Note: Please ensure you have selected the goal form for the correct year. Organizational Goals are viewable by everyone in the organization.

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.

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

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.

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.
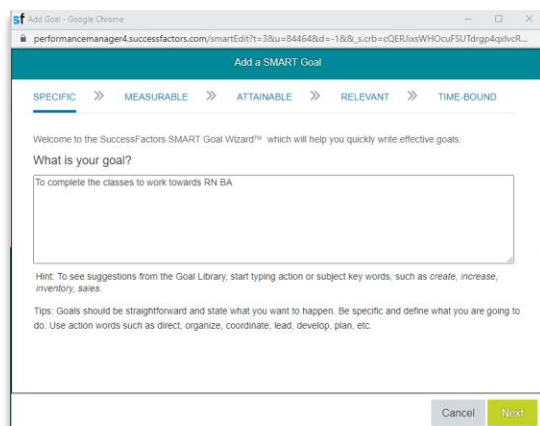
1. Select **Individual Development Goal for the appropriate year** from the drop down.
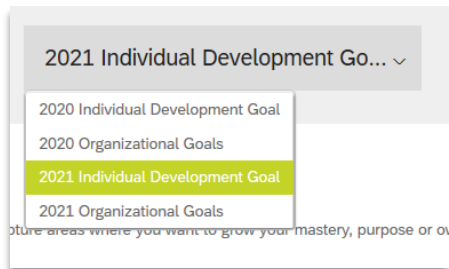
2. In the goal form, click **Add Goal** and choose **Goal Wizard**.
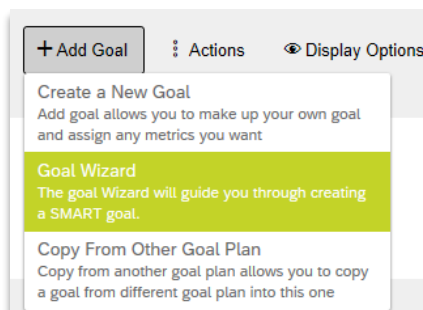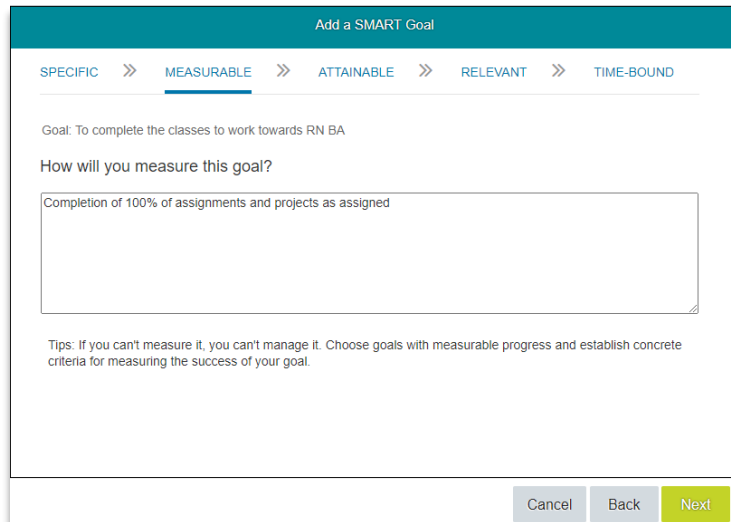
3. Follow the steps to complete the entry of your development goal.
   a. In the *What is your goal* text box, enter your development goal and click **Next**.

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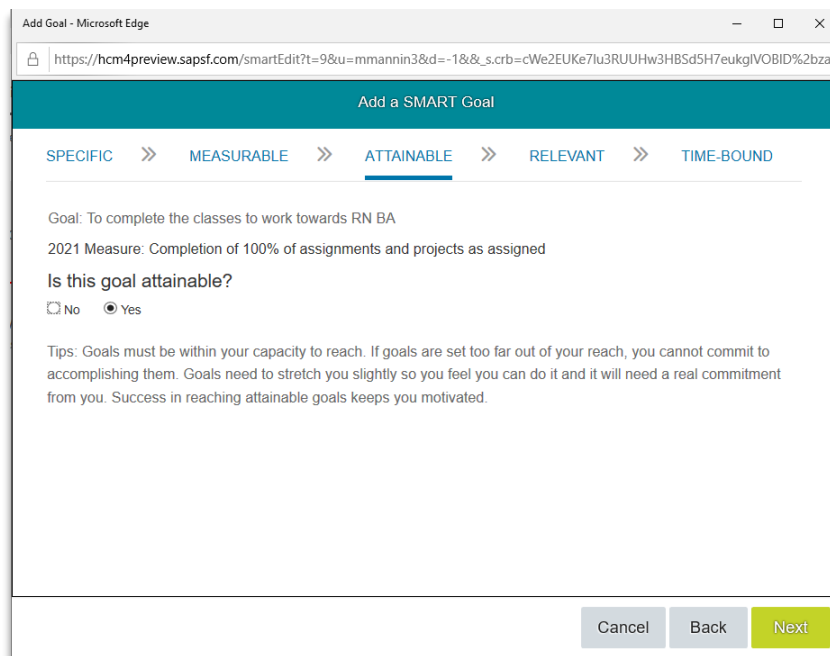
b. In the *How will you measure this goal* text box, enter how you will measure progress towards this goal, and click **Next**.

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

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

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

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.

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.

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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.
4. Click **Cascade** when you're done editing.

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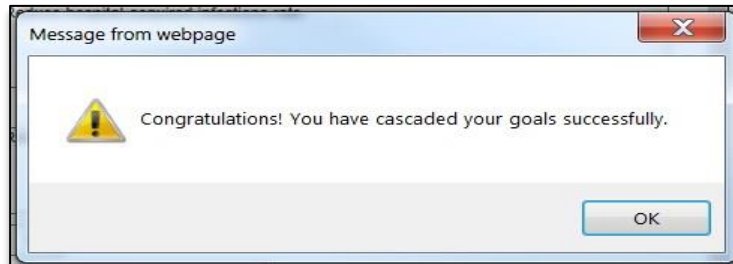
6. The names of the employees to whom you cascaded the goal to will appear below your original goal.
7. You will receive an alert if any of these employees alter the cascaded goal.

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