

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

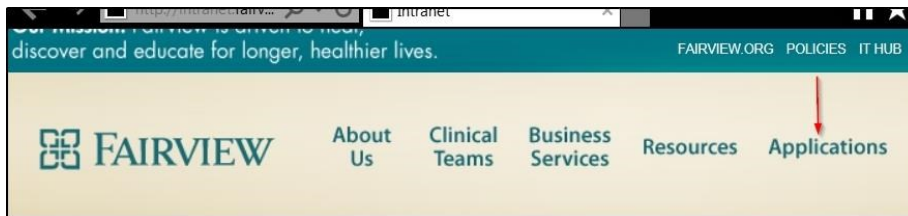
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### Purpose

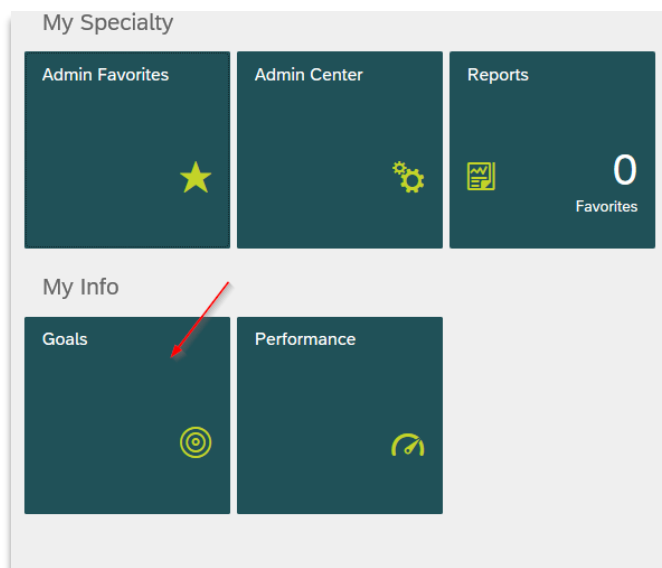
This job aid walks users through the process of entering goals in Talent *Connect* and provides instructions for leaders to [cascade goals](#) to direct reports.

### 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.

# PERFORMANCE MANAGEMENT

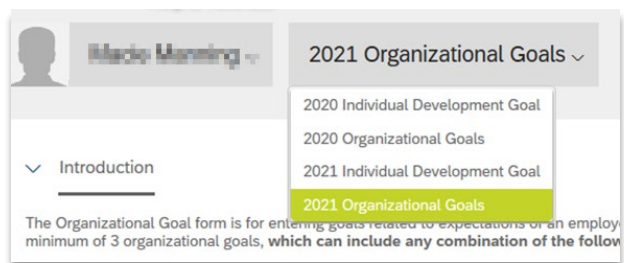
## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

### Setting Organizational Goals

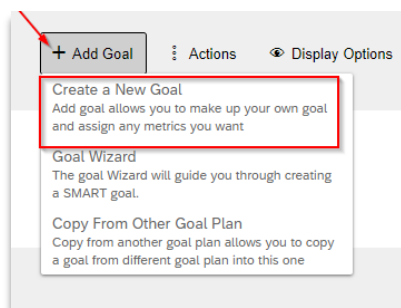
Organizational goals will be rated at the end of the performance cycle. Employees should work with their leader to determine a meaningful, SMART development goal and enter it in Talent *Connect*. Employees should update their progress towards their goals in Talent *Connect* on a regular basis.

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

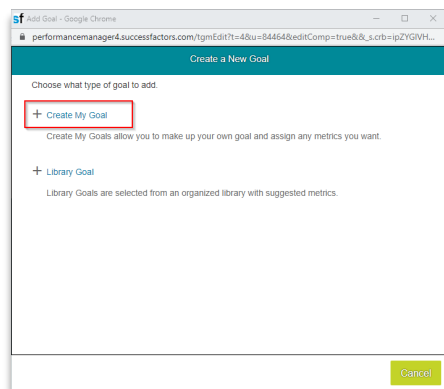
**Note:** Please ensure you have selected the goal form for the correct year. Organizational Goals are viewable by everyone in the organization.



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.



# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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, and the "Save Changes" button is highlighted in yellow.

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

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT CONNECT

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.

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2021 Goal	2021 Measure	Status	Start Date	Due Date	CPM 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>	Less errors due to keeping up with industry tools and methods.	In Progress	01/01/2021	12/31/2021	0	

Now you will add your Development Goal(s).

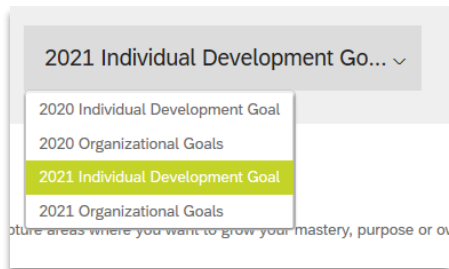
# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

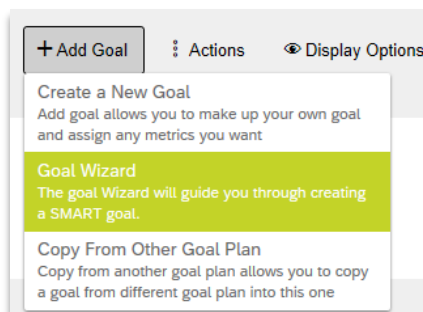
### Setting Individual Development Goals

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.

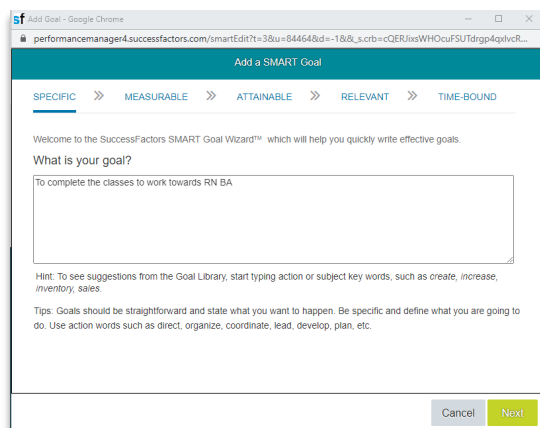
1. Select **Individual Development Goal for the appropriate year** from the drop down.



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



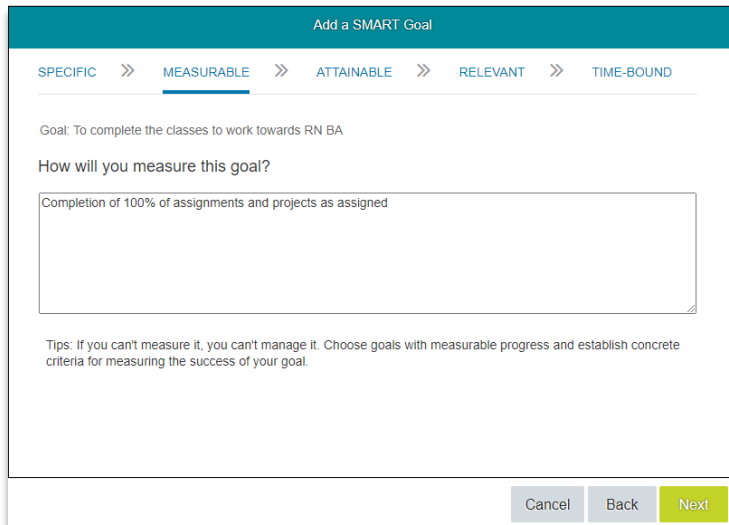
3. Follow the steps to complete the entry of your development goal.
  - a. In the *What is your goal* text box, enter your development goal and click **Next**.



# PERFORMANCE MANAGEMENT

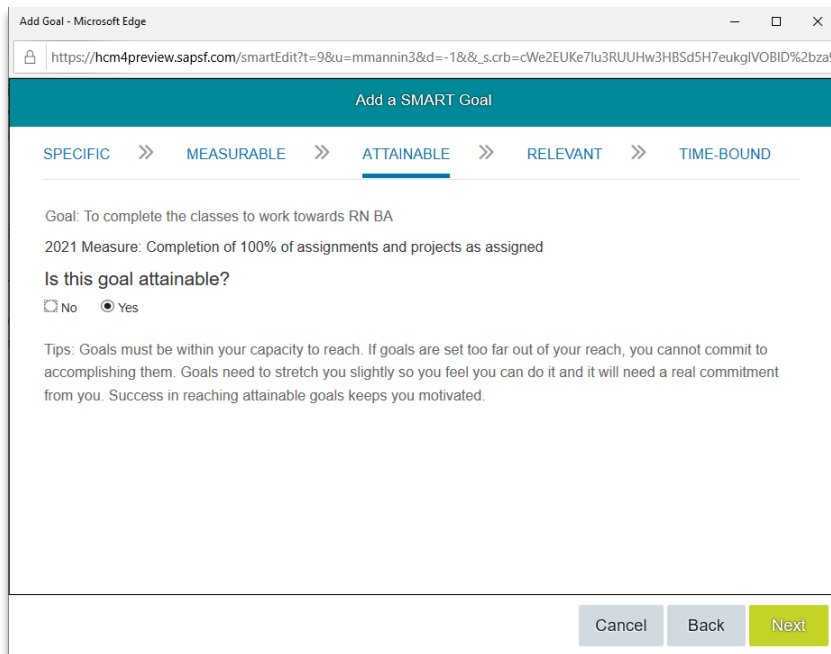
## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

- 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" with a teal header. Below the header is a progress bar with five steps: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, and TIME-BOUND. The "MEASURABLE" step is currently selected and highlighted with a blue underline. The goal text is "Goal: To complete the classes to work towards RN BA". Below this, 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". 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 with a blue underline. The goal text is "Goal: To complete the classes to work towards RN BA". Below this, the text "2021 Measure: Completion of 100% of assignments and projects as assigned" is displayed. The question "Is this goal attainable?" is followed by two radio button options: "No" and "Yes". The "Yes" option is selected. At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next".

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

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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**.

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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

Add Goal - Microsoft Edge

https://hcm4preview.sapsf.com/smartEdit?t=9&u=mmannin3&d=-1&&\_s\_crb=cWe2EUKe7lu3RUUHw3H8Sd5H7eukgIVOBID%2bza!

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
		Identify change management model (AP/AR) to record our change approach to...

[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.

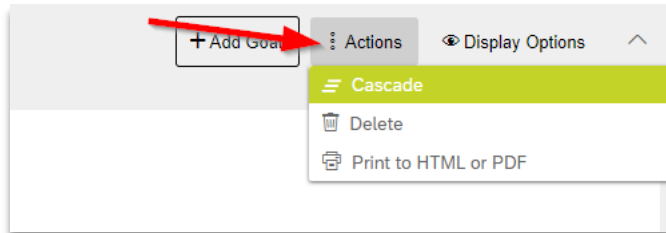
Reduce hospital-acquired infections rate [Edit](#)



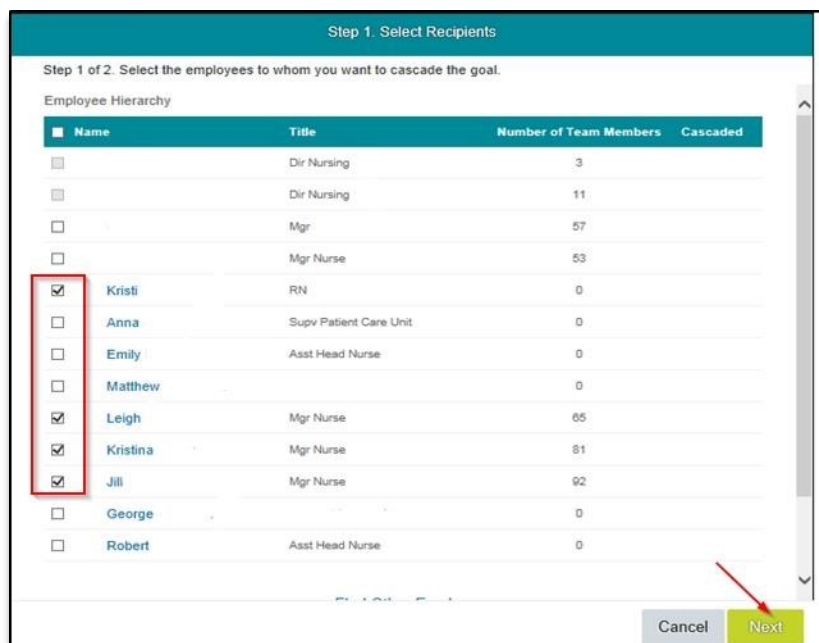
# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

2. Click **Actions** in the top right corner of the screen and select **Cascade**.



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



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

# PERFORMANCE MANAGEMENT

## ENTERING AND CASCADING GOALS IN TALENT *CONNECT*

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 spell check... legal scan...

\* Goal: Reduce hospital-acquired infections rate spell check... legal scan...

\* Measure: Reduce hospital-acquired infections rate by \_\_\_ spell check... legal scan...

\* Weight: 50.0 %

\* Start Date: 01/01/2019

\* Due Date: 12/31/2019

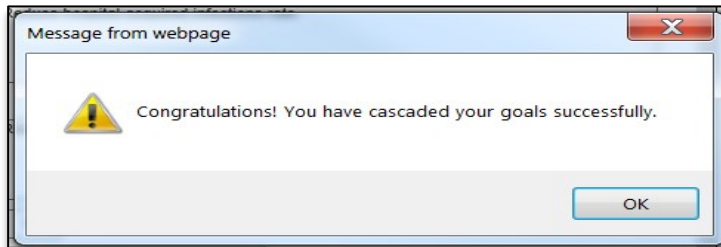
\* % Complete: 0.0 %

\* Status: Not Started

Comments: spell check... legal scan...

Cancel Back **Cascade**

- 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.

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

Reduce hospital-acquired infections rate by \_\_\_ 50.0% Not Started 01/01/2019 12/31/2019 0.0%

**Alert - Aligned Down goal modified by Jill 1/12/14/18 3:36 PM clear alert**

Goal aligned down to Kristi  
Reduce hospital-acquired infections rate 50.0% Not Started 01/01/2019 12/31/2019 0.0%

Goal aligned down to Leigh  
Reduce hospital-acquired infections rate 50.0% Not Started 01/01/2019 12/31/2019 0.0%

Goal aligned down to Kristina  
Reduce hospital-acquired infections rate 50.0% Not Started 01/01/2019 12/31/2019 0.0%

Goal aligned down to Jill  
Reduce hospital-acquired infections rate 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.