

# Employee Goals Quick Guide



## TWO MINUTE EMPLOYEE GUIDE TO GPS

The Goal Setting Module provides employees with a work space to define goals and tie them to the City of Surprise strategic plan. In this guide, learn how to define your goals.

### Getting Started

To access your Goal Plan, select Goals from drop-down navigation menu. Goals are also displayed on the home page Goals portlet.

### View Goals of Others

To view goals up and down the organization, click on an employee name spyglass or type the name of an employee.

### Goal Categories

Goals are in one of four categories: Customer, Business Process, Learning and Growth, or Financial.

### Goal Actions

Perform any of these tasks on individual goals:

- Edit the goal (see Spotlight)
- Create a calendar reminder for the goal.

**FY16 Goal Plan for Zachary Zubov**

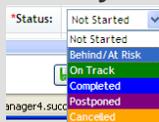
What are you going to do to make the City better this year? You should have a total number of goals ranging from 3 to 12 (to include any goals cascaded by your supervisor). All goals must be placed into 1 of 4 categories: financial, customer, business process, learning/growth. Not every category has to have a goal tied to it. Every goal will be required to have a 'metric' assigned to it, in other words, how will you know when the goal is completed?

Visibility	#	Goal	Metric	Start	Due	Status	% Complete	Action
<input type="checkbox"/>	Public	1.1 Redesign Tennis website	Incorporate information from existing website	05/01/2015	04/30/2016	On Track	0.0%	
<input type="checkbox"/>	Public	1.2 Develop marketing materials for Project Solstice	Logo approved and Project is listed on IS News	05/01/2015	04/30/2016	On Track	15.0%	
<b>Business Process</b>								
<input type="checkbox"/>	Public	2.1 Implement a succession management program by February 5, 2016.	Program deliverables met	05/01/2015	02/05/2016	On Track	50.0%	
<b>Learning and Growth</b>								
<input type="checkbox"/>	Public	3.1 Attain PHR Certification	Pass PHR exam by 2/29/2016	05/01/2015	02/29/2016	On Track	75.0%	
<b>Financial</b>								
<input type="checkbox"/>	Public	4.1 Complete and finalize FY17 division budget by 2/1/16.	Date budget is finalized	05/01/2015	02/01/2016	On Track	75.0%	

**Smart Tip:** Selecting whether a goal is public or private is now part of the create goals process. Remember a private goal is not a personal goal, the goal remains visible to managers.

### Editing Goals

- Update the status of your goals for easy visibility by your supervisor.



- Update the percent complete on each of your goals regularly to ensure their completion by the specified due date.

