

Supervisor Goal Setting Quick Guide

TWO MINUTE EMPLOYEE GUIDE TO GPS

The goal setting module provides supervisors and employees with a work area to outline goals and tie individual goals to the City's Strategic Plan. In this guide, learn how to create, assign, cascade, and track goals across the City's organization.

Getting Started

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

Create New Goals

Use the Goal Wizard button or click the Create a New Goal button and enter requested information. See ***Note** below.

Assign Goals

To assign goals to your employees, select the goal check box and click the Cascade Selected... button.

View Goals of Others

To view goals up and down the organization, click on an employee's name spy glass.

Goal actions

Perform any of these tasks on individual goals:



Edit the goal.



Create a calendar reminder for the goal.

Note: When creating new goals, you have 2 options:
 1. Goal Wizard (see Spotlight) 2. Create a New Goal
 If you 'Create a New Goal', you can either select from a personal goal or a library goal.

Spotlight:

Writing Effective Goals with Goal Wizard

Use S.M.A.R.T. goals to set goals. Click on the button to step through the process of writing a S.M.A.R.T. goal. Overall, whenever you create a goal, try to ensure it is:

- S**pecific Goal should clearly define the task(s) you want to achieve.
- M**easurable Choose a goal with measurable progress, establish criteria to measure progress.
- A**ttainable Goals must be within your capacity to reach.
- R**elevant Make sure each goal is consistent with other goals you have established and fits with your immediate and long-range plans.
- T**ime Bound Set a time frame as a clear target for completion.