

# Create SMART Goals

## Purpose

The objective of this User Guide is to demonstrate how to create SMART goals.

## Security Role

Teammate; People Leader

## Contents

Create SMART Goals   <i>Teammate</i> .....	1
Approve Submitted SMART Goals   <i>People Leader</i> .....	1

### Create SMART Goals | *Teammate*

1. From the search bar, type **My Goals**.
2. Click **My Goals** report from the results' list.
3. From Individual Goals view, click **Edit**.
4. Click **Add**.
5. Fill in all fields.
  - a. Goal (required)
  - b. Description
  - c. Category
  - d. Status
  - e. Due Date (required)
6. Click **Add** if you wish to create additional goals.
7. When finished adding the SMART goal(s), click **Submit** to route the goal to your direct people leader's approval.

### Approve Submitted SMART Goals | *People Leader*

8. From the homepage, click **Manage Goals...** task, listed in the Awaiting Your Action.
9. On the Review Goals screen, look over the goal to confirm the info is correct and no changes are necessary.
10. If no changes are needed, click **Approve**.
  - a. Approve – SMART Goal is set up correctly.
  - b. Send Back – Returns Goal to teammate to make changes to and resubmit for approval.
  - c. Deny – Denies approval request and cancel the goal. A new goal would need to be created.