Create Goals

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Purpose

Goals are used in evaluations to measure an employee's performance. They can be entered by either the employee themselves or their manager and are pulled into reviews based on the target date and the review period; if the target date for a goal overlaps the evaluation period, it will show up on that performance review. Follow the steps below to make create new goals.

Log into the Employee Development Center

1. The Employee Development Center can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

Glossary of Terms

SMART Goal – A goal that is designed to be specific, measurable, actionable, relevant, and timely.

Aligned goal – Matching an individual goal with a related organizational (agency, division, team, etc.) goal. This can also be referred to as cascading goals.

Target – A specific value used to measure a goal (ex. Increase sales by **10%**)

Task – A goal can be divided into several individual parts called tasks

Create New Goals

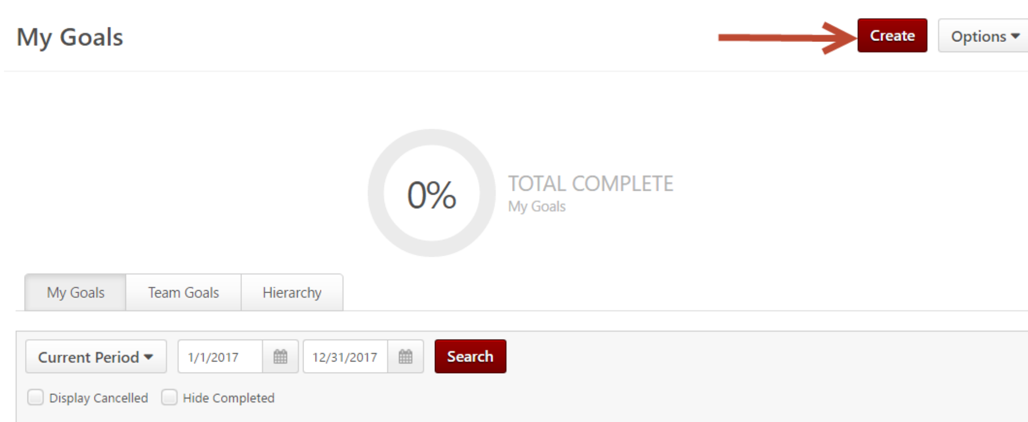
There are three options available to create a new goal: the blank form, the library, and the wizard. The blank form allows users to create a new goal from scratch. The library option is available for agencies that have already loaded pre-made goals into it. The wizard tool is also available for all employees to use to create a SMART goal.

With the Blank Form

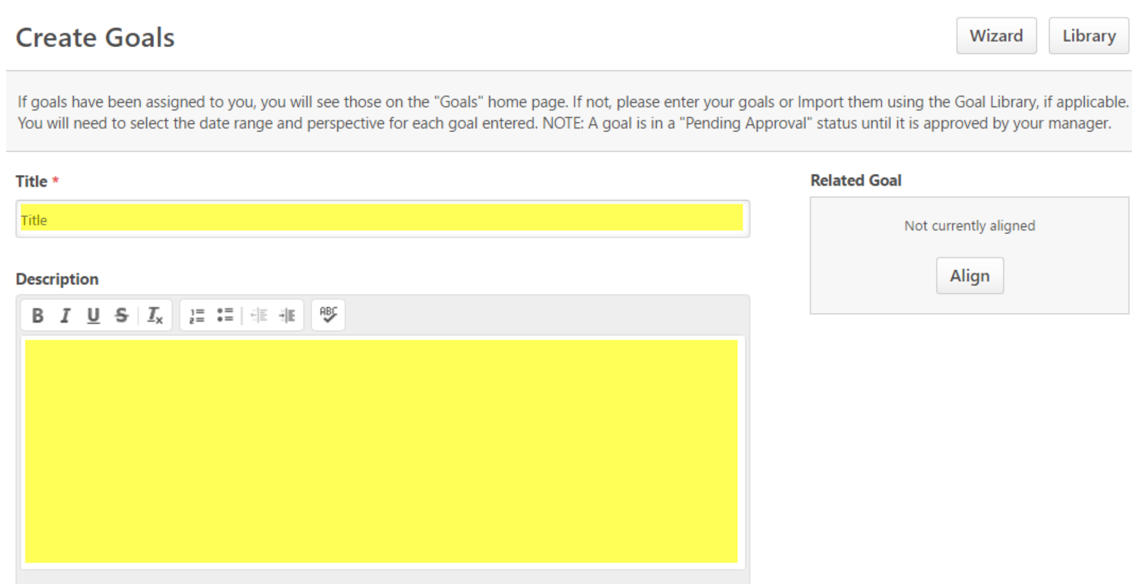
This section is a guide to creating a new goal from scratch using a blank form.

1. Under the Performance menu, click Goals.

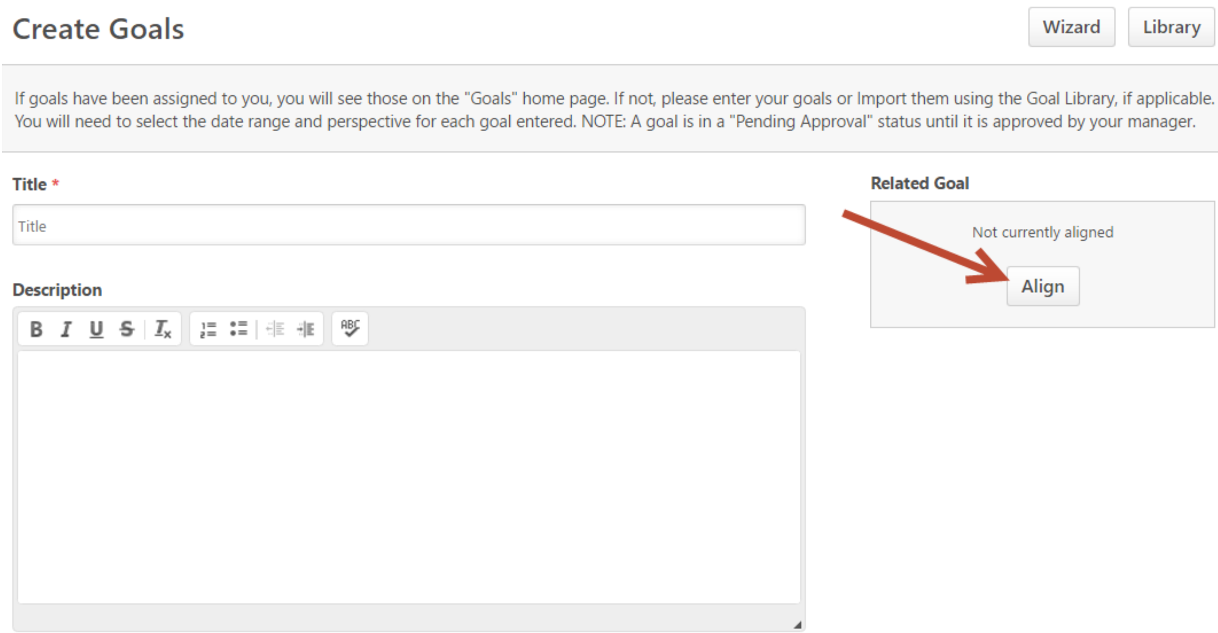
2. Left-click the **Create** button near the top-right of the page to enter a new goal.



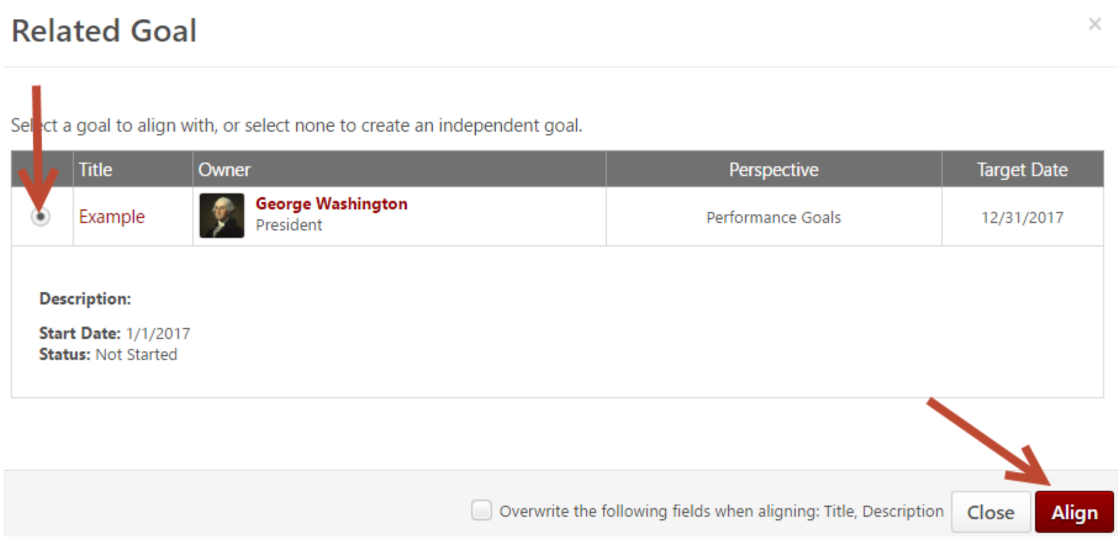
3. Enter the title and a description (optional) of the goal in the areas shown highlighted in yellow below.



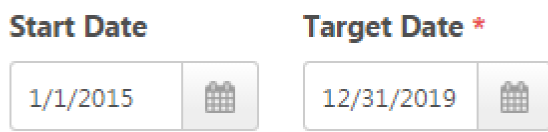
4. Left-click the **Align Goals** button to align this goal with an existing team or agency goal (This step is optional).



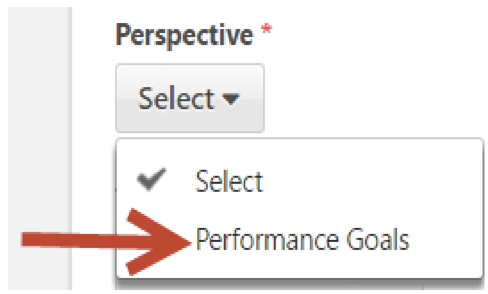
5. Select the radio button to the left of the existing goal on the Related Goal page and click the **Save** button



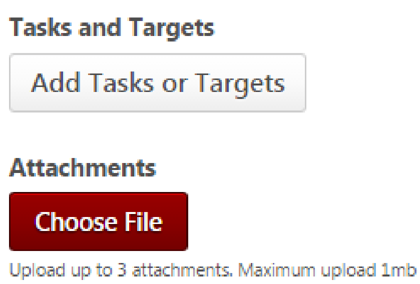
6. Edit the Start Date and Target Date as needed.
    - **NOTE** – For a goal to appear on an evaluation, the goal Start and Target (end) dates must overlap the review period dates. Any goal that ends before the review period begins or starts after the review period ends will not be included on the evaluation.



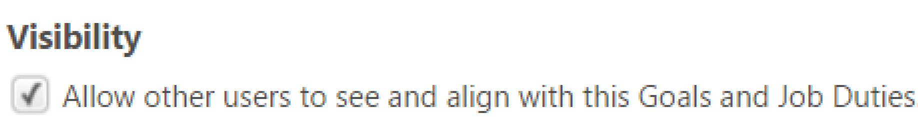
7. Left-click the **Perspective** button and select Performance Goals from the drop down menu (Success Descriptors are optional).



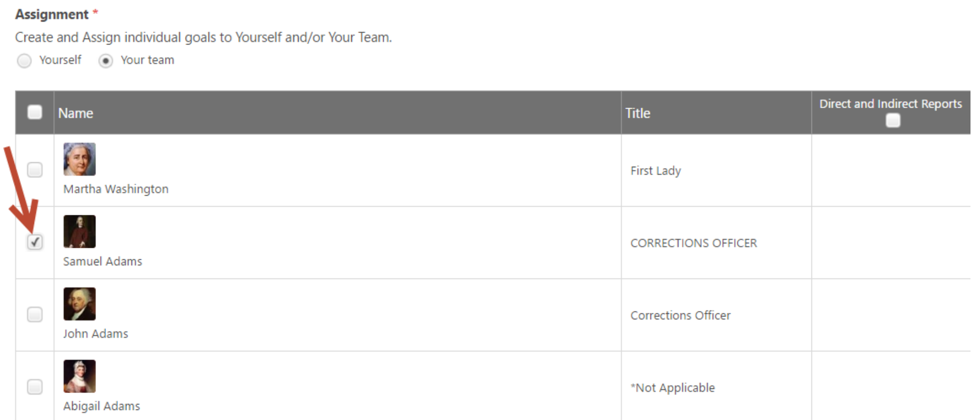
8. Select **Tasks or Targets** to add more details to measure the goal or the **Choose File** button to add an attachment (Both sections are optional).



9. Leave the Visibility box checked if others need to see this goal in order to align with it. It will be checked by default.



10. Managers will have an additional step at the bottom of the Create Goals page. To assign this newly created goal to one or more employees, select the radio button next to **Your team** and then select the check box to the left of the employee(s) name.

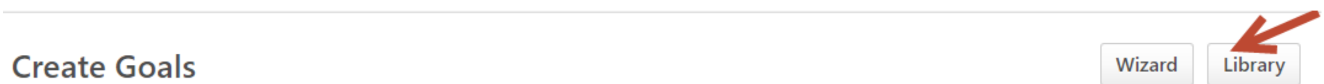


11. Left-click the **Submit** button at the bottom of the page.

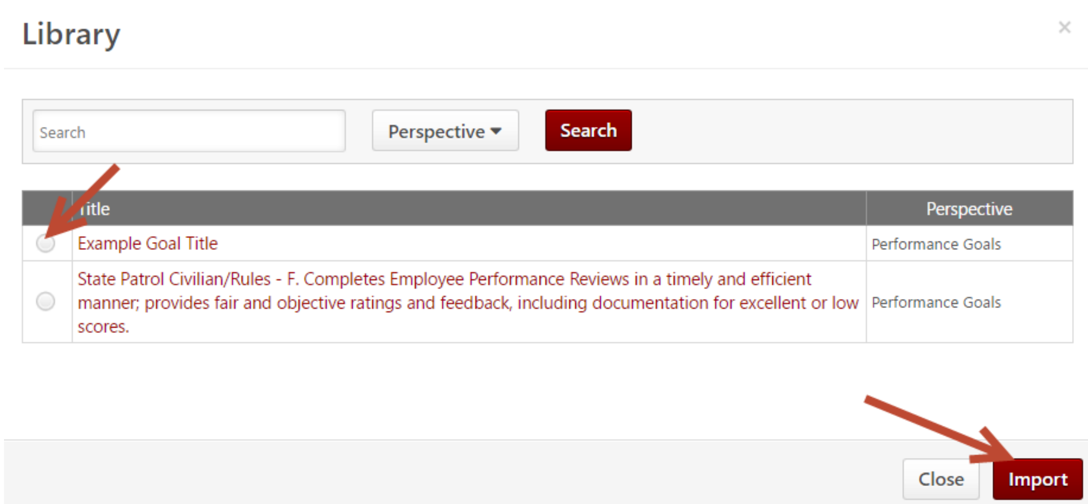
With the Library

Some agencies use the Library for goals. If used by your agency, you can import a pre-made goal from the Library. If you open the Library and it is blank, your agency may not use the Library feature and you can continue creating a goal by using steps in either the With the Blank Form or the With the Wizard sections.

1. To import a goal from the Library, click **Library** on the right side of the goal creation page (pictured below). This will open a new window where you can view goals in the library:



2. Select the goal by left-clicking on the circle radio button next to the goal and then click **Import**.

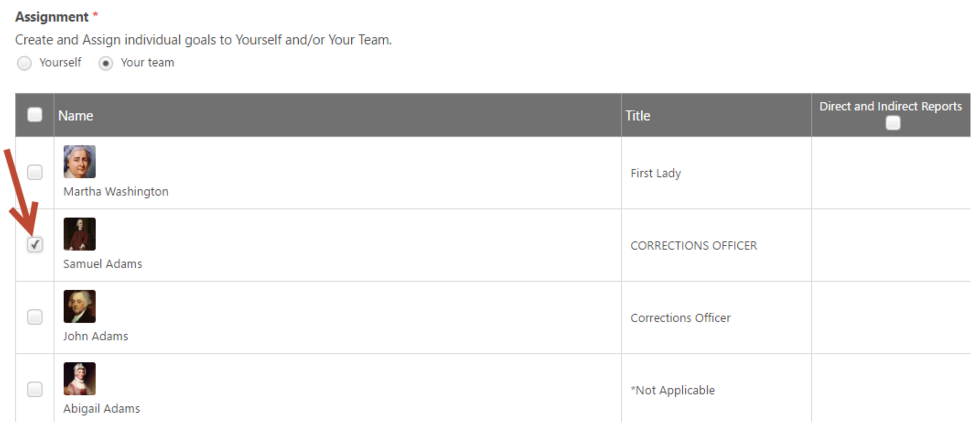


3. You will now see the goal with a status of Pending Modification Approval – your manager will need to approve your newly created goals, as well as any changes you make to them in the future.

4. Review the Start Date and Target Date and edit them as needed.

- **Note** – For a goal to appear on an evaluation, the goal Start and Target (end) dates must overlap the review period dates. Any goal that ends before the review period begins or starts after the review period ends will not be included on the evaluation.

5. Managers will have an additional step at the bottom of the Create Goals page. To assign this newly created goal to one or more employees, select the radio button next to **Your team** and then select the check box to the left of the employee(s) name.



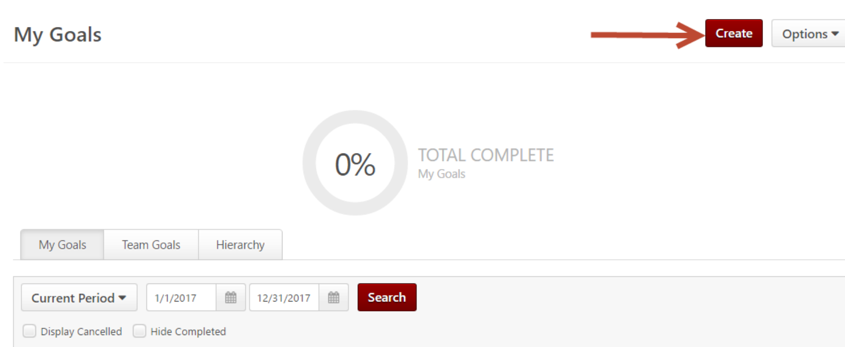
6. Left-click the **Submit** button at the bottom of the page.

If you already have a review in progress, it will need to be reopened to the first step, the employee self-review, to get updated with the new/changed goals. Your manager can reopen the review back to the self-review step or you can contact the LINK help desk to have this done.

With the Wizard

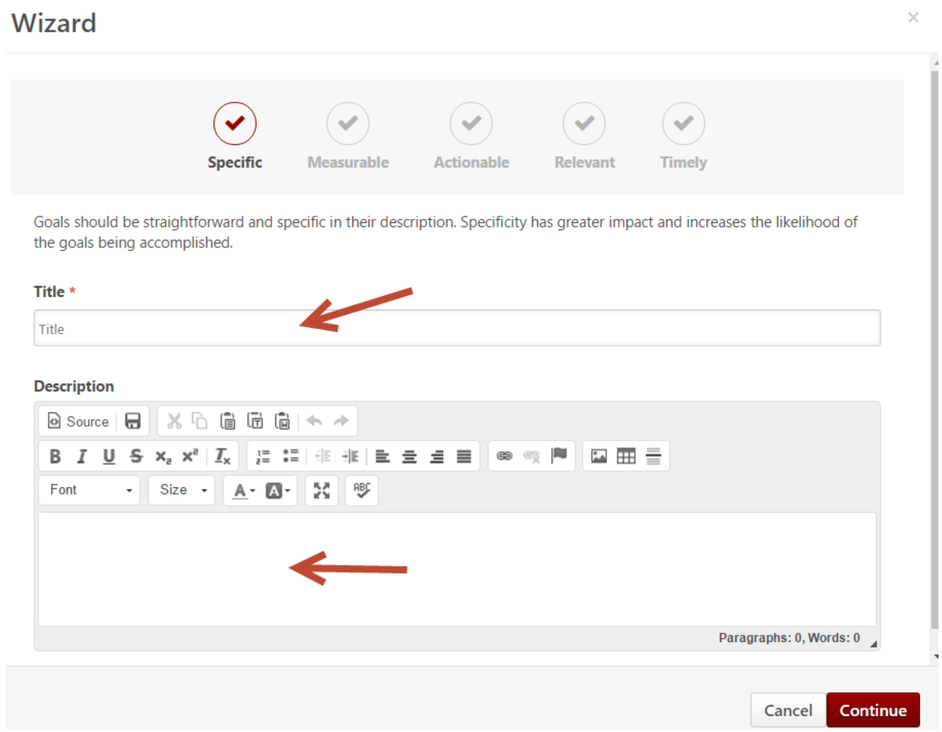
The wizard tool is available for all employees and it breaks up all of the goal components (title, description, dates, tasks, etc.) in separate sections based on how they apply to the characteristics of a SMART goal.

1. Under the Performance menu, click the Goals link.
2. Click **Create** towards the top-left of the page to enter a new goal.

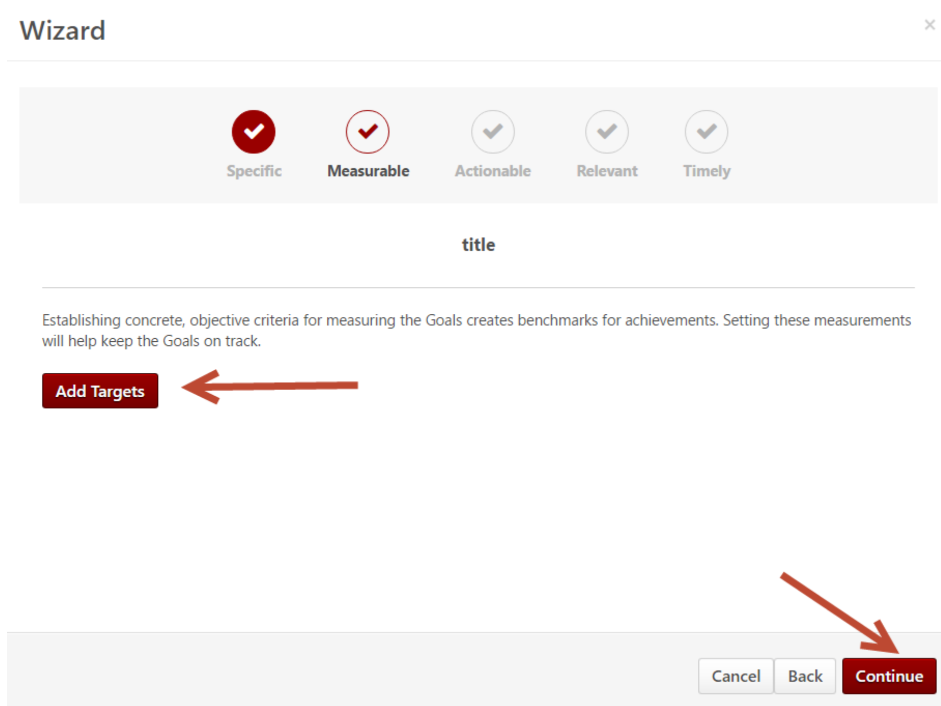


3. Select the **Wizard** option at the top of the Create Goals page.

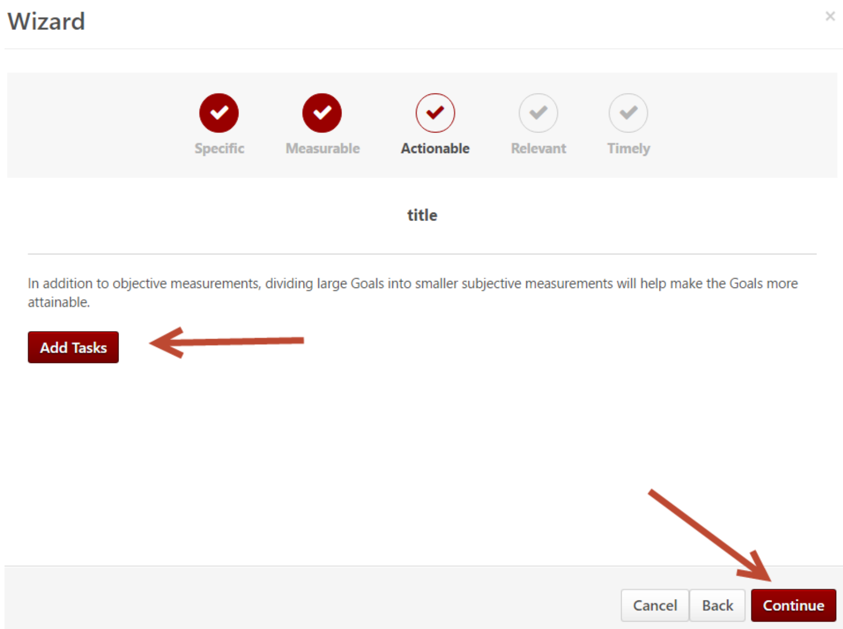
4. Enter a title for the goal in the **Title** field, type any additional details in the **Description** field (optional), and then left-click the **Continue** button.



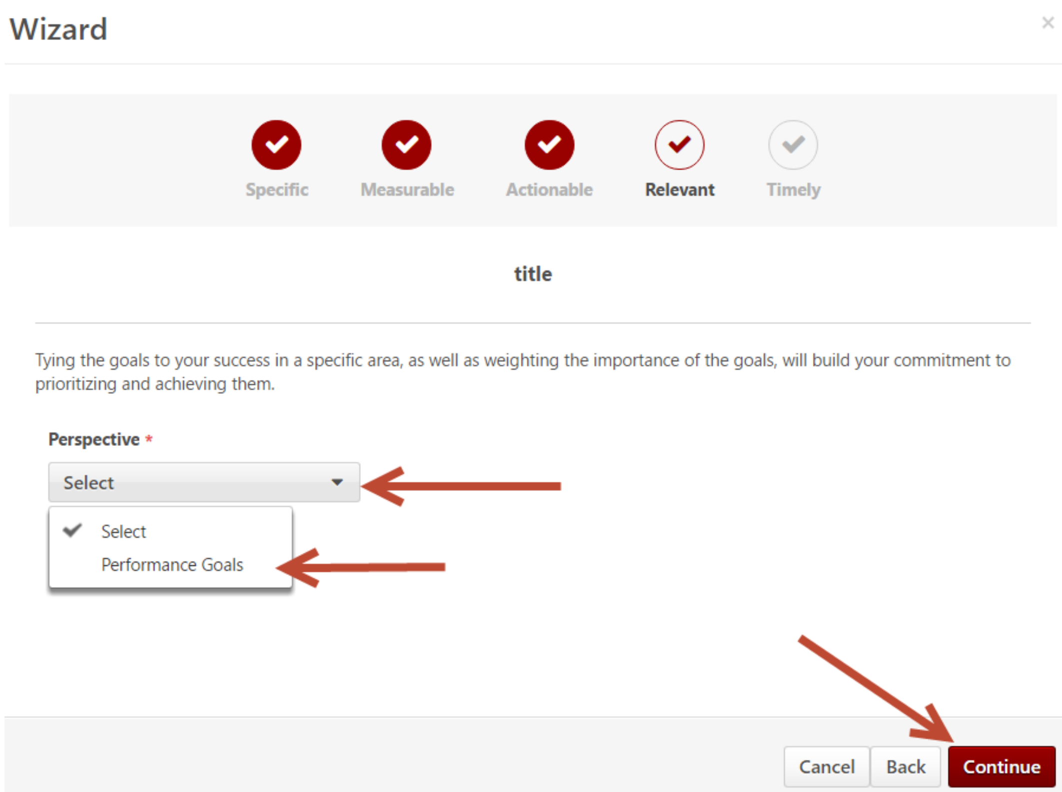
5. Select the **Add Targets** button (optional). Add the targets and then click the **Continue** button.



6. Select the **Add Tasks** button (optional). Add the tasks and then click the **Continue** button.

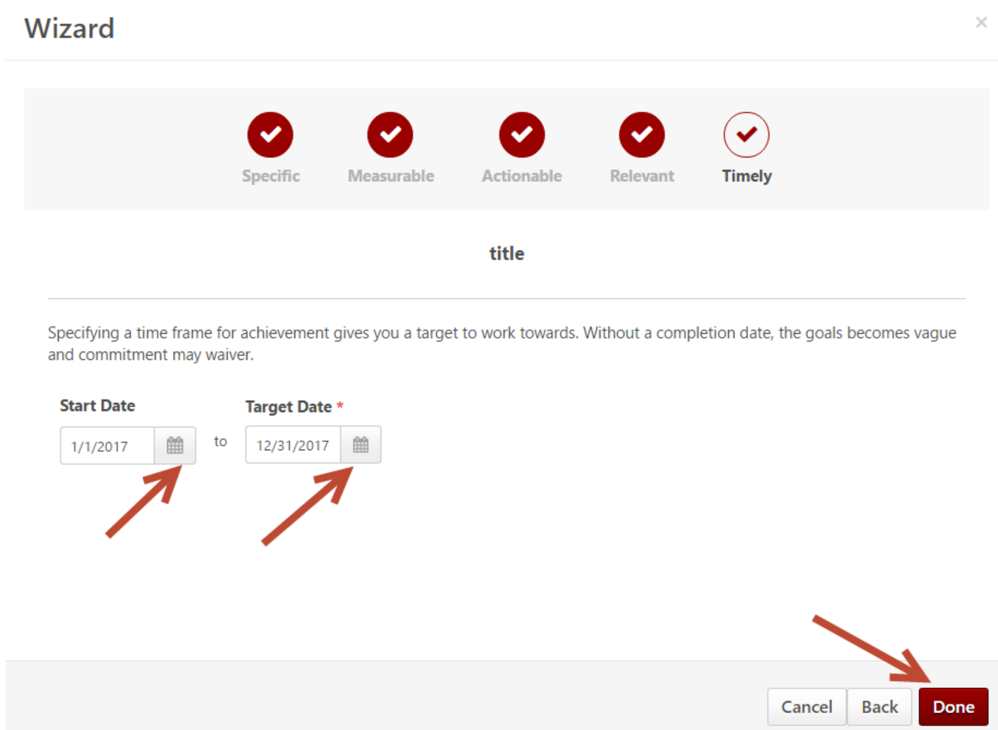


7. Click the Perspective drop down menu and select Performance Goals from the list. Click the **Continue** button.



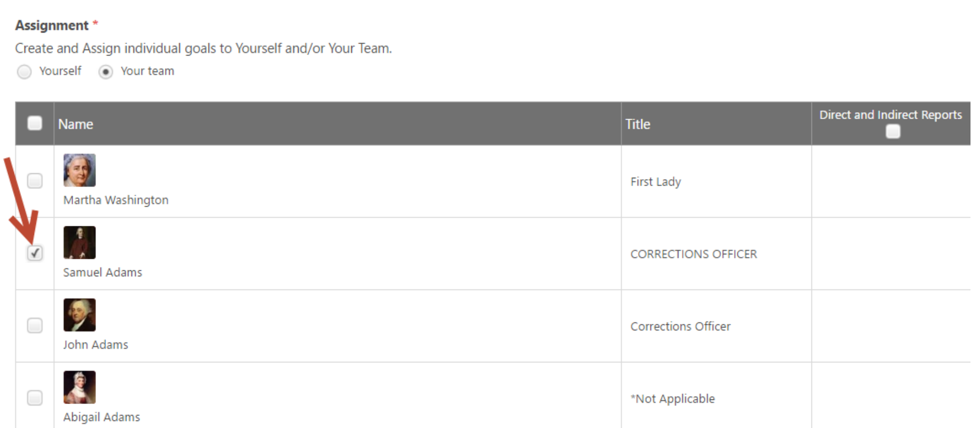
8. Set start and target dates for the new goal.

    - **Note** – For a goal to appear on an evaluation, the goal Start and Target (end) dates must overlap the review period dates. Any goal that ends before the review period begins or starts after the review period ends will not be included on the evaluation.



9. Click the **Done** button.

10. Managers will have an additional step at the bottom of the Create Goals page. To assign this newly created goal to one or more employees, select the radio button next to **Your team** and then select the check box to the left of the employee(s) name.



11. Left-click the **Submit** button at the bottom of the page.

LINK HELP DESK CONTACT

If you have questions about goals or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234