

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

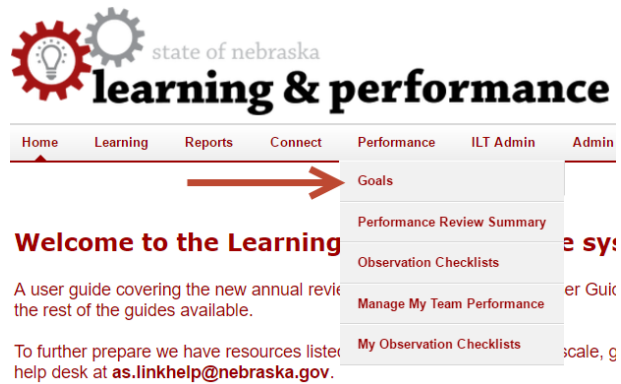
CREATE NEW GOALS

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.

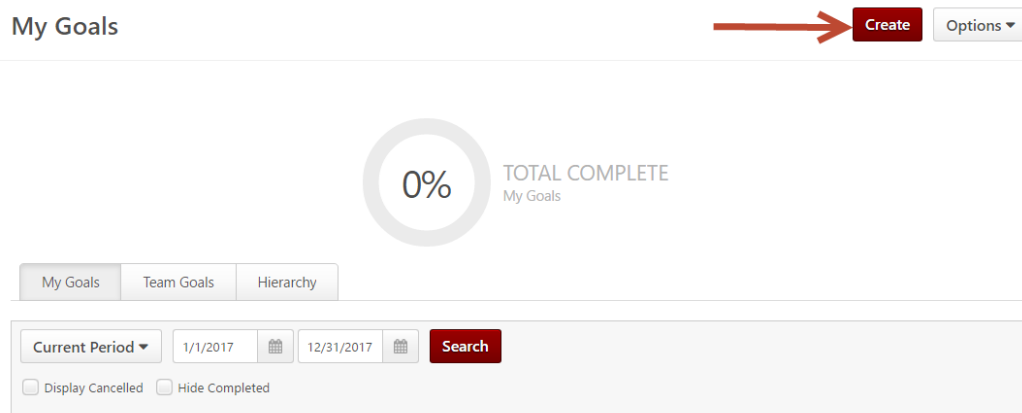
With the Blank Form

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.

A screenshot of the 'Create Goals' form. The form has a 'Title' field and a 'Description' field, both highlighted in yellow. The 'Title' field contains the text 'Title'. The 'Description' field is empty and has a rich text editor toolbar above it. To the right of the form is a 'Related Goal' section with the text 'Not currently aligned' and an 'Align' button. At the top right of the form are 'Wizard' and 'Library' buttons. Below the form is a note: 'If goals have been assigned to you, you will see those on the "Goals" home page. If not, please enter your goals or Import them using the Goal Library, if applicable. You will need to select the date range and perspective for each goal entered. NOTE: A goal is in a "Pending Approval" status until it is approved by your manager.'

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

Create Goals

Wizard

Library

If goals have been assigned to you, you will see those on the "Goals" home page. If not, please enter your goals or Import them using the Goal Library, if applicable. You will need to select the date range and perspective for each goal entered. NOTE: A goal is in a "Pending Approval" status until it is approved by your manager.

Title *

Title

Description

B I U S I_x | | | | |

Related Goal

Not currently aligned

Align

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

Related Goal

×

Select a goal to align with, or select none to create an independent goal.

	Title	Owner	Perspective	Target Date
<input checked="" type="radio"/>	Example	George Washington President	Performance Goals	12/31/2017

Description:
Start Date: 1/1/2017
Status: Not Started



Overwrite the following fields when aligning: Title, Description

Close

Align

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.

Start Date	Target Date *
1/1/2015 	12/31/2019 

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

Perspective *

Select ▼

- ✓ Select
- ➔ Performance Goals

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).

Tasks and Targets

Add Tasks or Targets

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

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.





Visibility

Allow other users to see and align with this Goals and Job Duties.

- 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.

Assignment *
Create and Assign individual goals to Yourself and/or Your Team.

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports
<input type="checkbox"/>	 Martha Washington	First Lady	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 Samuel Adams	CORRECTIONS OFFICER	<input type="checkbox"/>
<input type="checkbox"/>	 John Adams	Corrections Officer	<input type="checkbox"/>
<input type="checkbox"/>	 Abigail Adams	*Not Applicable	<input type="checkbox"/>

- 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](#).

- 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:

Create Goals

Wizard

Library

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

Library ×

Search Perspective

<input type="checkbox"/>	Title	Perspective
<input checked="" type="checkbox"/>	Example Goal Title	Performance Goals
<input type="checkbox"/>	State Patrol Civilian/Rules - F. Completes Employee Performance Reviews in a timely and efficient manner; provides fair and objective ratings and feedback, including documentation for excellent or low scores.	Performance Goals





- 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.
- 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.

Assignment *
Create and Assign individual goals to Yourself and/or Your Team.

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<input type="checkbox"/>	 John Adams	Corrections Officer	<input type="checkbox"/>
<input type="checkbox"/>	 Abigail Adams	*Not Applicable	<input type="checkbox"/>

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

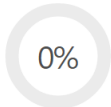
If you already have a review in progress, it will need to be reopened to the first step, the employee self-review, to get updated with the new/changed goals. Your manager can reopen the review back to the self-review step or you can contact the LINK help desk to have this done.

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.

My Goals **Create** Options ▾



0% TOTAL COMPLETE
My Goals

My Goals | Team Goals | Hierarchy

Current Period ▾ 1/1/2017 12/31/2017 **Search**

Display Cancelled Hide Completed

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

Create Goals **Wizard** Library

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.

Wizard

Specific Measurable Actionable Relevant Timely

Goals should be straightforward and specific in their description. Specificity has greater impact and increases the likelihood of the goals being accomplished.

Title *

Title

Description

Source [Rich Text Editor Icons]

Font Size [Rich Text Editor Icons]

Paragraphs: 0, Words: 0

Cancel Continue

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

Wizard

Specific Measurable Actionable Relevant Timely

title

Establishing concrete, objective criteria for measuring the Goals creates benchmarks for achievements. Setting these measurements will help keep the Goals on track.

Add Targets

Cancel Back Continue

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

Wizard ×

Specific Measurable Actionable Relevant Timely

title

In addition to objective measurements, dividing large Goals into smaller subjective measurements will help make the Goals more attainable.

Add Tasks ←

Cancel Back **Continue** ←

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

Wizard ×

Specific Measurable Actionable Relevant Timely

title

Tying the goals to your success in a specific area, as well as weighting the importance of the goals, will build your commitment to prioritizing and achieving them.

Perspective *

Select

✓ Select
Performance Goals

Cancel Back **Continue**

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.

Wizard ×

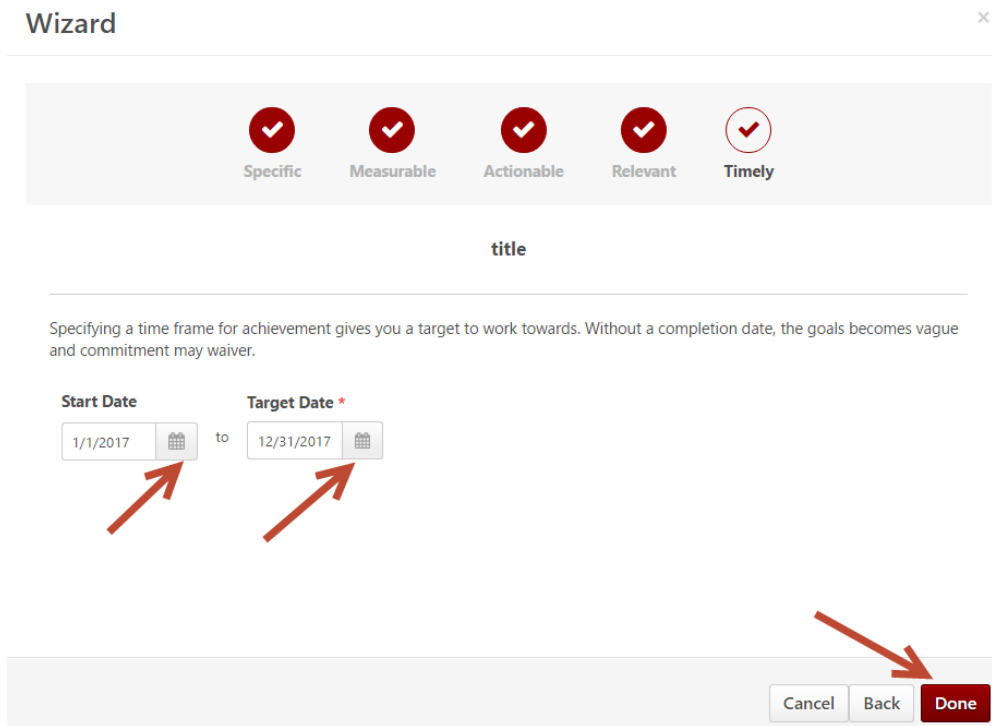
Specific Measurable Actionable Relevant Timely

title

Specifying a time frame for achievement gives you a target to work towards. Without a completion date, the goals becomes vague and commitment may waiver.

Start Date 1/1/2017 to Target Date * 12/31/2017





Cancel Back Done

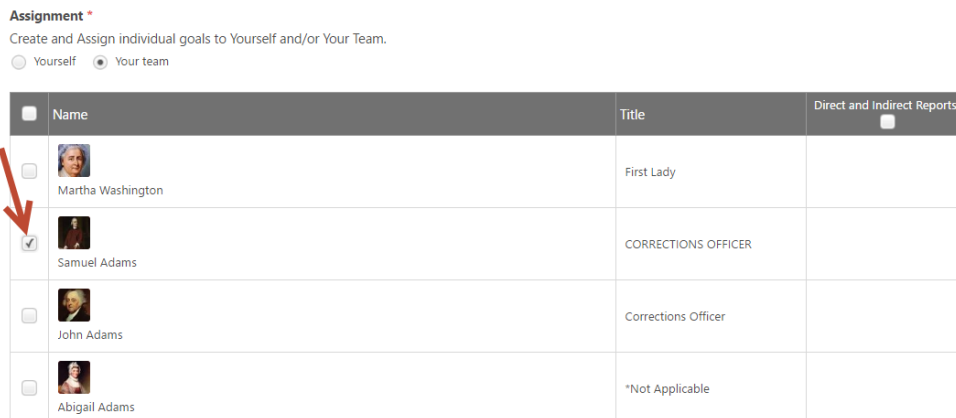
A screenshot of a 'Wizard' form. At the top, there are five circular icons with checkmarks, labeled 'Specific', 'Measurable', 'Actionable', 'Relevant', and 'Timely'. Below these is a text input field labeled 'title'. A paragraph of text explains that specifying a time frame gives a target to work towards. Below this, there are two date pickers: 'Start Date' with '1/1/2017' and 'Target Date *' with '12/31/2017'. Red arrows point to the calendar icons in both date pickers. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Done'. A red arrow points to the 'Done' button.

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.

Assignment *
Create and Assign individual goals to Yourself and/or Your Team.
 Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports
<input type="checkbox"/>	 Martha Washington	First Lady	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 Samuel Adams	CORRECTIONS OFFICER	<input type="checkbox"/>
<input type="checkbox"/>	 John Adams	Corrections Officer	<input type="checkbox"/>
<input type="checkbox"/>	 Abigail Adams	*Not Applicable	<input type="checkbox"/>

A screenshot of the 'Assignment' section. It shows two radio buttons: 'Yourself' and 'Your team', with 'Your team' selected. Below is a table with four rows. The first row is for Martha Washington (First Lady). The second row is for Samuel Adams (CORRECTIONS OFFICER), with a red arrow pointing to the checkbox in the first column. The third row is for John Adams (Corrections Officer). The fourth row is for Abigail Adams (*Not Applicable).

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