

Supervisors have 2 methods for creating goals for their employees.



CREATE FROM SCRATCH

This option allows you to write your own goal and metric.

CREATE FROM LIBRARY

This option allows you select a goal with metrics from a role-based library.

While goals may either be added through the Goal Plan or directly to the CPM Planning Form, it is recommended that you add them directly to the form. Regardless of the method used, the goal will appear simultaneously in both locations.

NAVIGATE TO THE FORM

- Click on "Performance" in the Home menu.
- Open the correct CPM form in your inbox.

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This option allows you to write your own goal and metric.

ADD GOAL	CREATE FROM SCRATCH			
 Click "+" to add a goal. Click "Create " 	2 Click on "Create from Scratch" to begin.			
Le Descrite ten la	Hi, ! Choose how you'd like to create a goal:			
Employee Information Not tone A to a tone A totea tone A to a tone A to a tone A to a ton	Create from Library Choose goals from your goal library and add to your goal plan.			
Review Dates Organie Review Review Dates Review				

ADD GOAL DETAILS Create Performance Goal These fields are required. Goal Name*:* Add "Goal Name" *Goal name is required. 500 characters left Legal Scan How will it be measured?:* Add "Metric" -*Metric is required. This explains how the goal will be measured. 4000 characters left Legal Scar Start Date:* Change "Start/Due Date" Jun 17, 2024 8 Due Date:* Dec 31, 2025 ê Add "Weight" of GoaL Weight: * 96 *The total weight must equal 100%. 0 Type: Change "Type" × Department

Category:*

Performance

Change "Category" _

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REVIEW & SAVE

• Review the goal.

Click "Save."

Additional details about each option can be found in the CPM Planning Process Manual for Supervisors.

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SAP SuccessFactors



This option allows you select a goal from an organized library with suggested metrics.



Option 1: Browse Goals "By Category"







D CELECTED COAL

How to Create Library **Goals (continued)**

Select up to 10 goals in total.

	ADD SELECTED GOAL	By Category Via Search
5	Click the box next to the	
	goal you would like to	Achieve an average customer satisfaction
	add.	Conduct (timeframe) facility inspections
	 Click "Save." 	Conduct (#) of fire drills by (date)
		Conduct preventative maintenance on all
	ODEN EDIT ODTIONS	implement a faculty emergency plan by (
6		Increase number of work orders responde
0	Click on the pencil icon.	Reduce amount of budget spent to outso
Croato f	rom I Brazy	
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1 Sel	ect Goals 2 Edit Goals	3 Create
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Make c	hanges to the selected goals as needed or instructed.	
Con	duct(#) of fire drills by (date)	
-		
	ADD GOAL DETAILS	
_		Create Performance Goal
7	These fields are required.	
		Goal Name":*
	Add "Goal Name"	
	*Goal name is required.	
		500 characters left Legal Scan
	Add "Metric" —————	How will it be measured?:*
	*Metric is required. This explains how	
	the goal will be measured.	
		4000 characters left Legal Scan
	Change "Start/Due Date"	Start Date:*
	Change Start/Due Date	→ Jun 17, 2024 自
		Due Date:*
		→ Dec 31, 2025 自
	Add "Weight" of Goal	Weight: *
	*The total weight must equal 100%.	0 96
		Type:
	Change Type	Department ~
	Change "Category"	Category:*
		Performance

REVIEW & ADD

- 8 •
 - Review the goal. •

 - Click "NEXT." Click "NEXT" again. Click "SAVE." •

Additional details about each option can be found in the CPM Planning Process Manual for Supervisors.



Option 2: Browse Goals "Via Search"



SELECT SEARCH

Click on "Via Search" to begin.



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- SEARCH
 - Type in your search term.
 - A list of goals with your search term will appear.

Search in Library:	compliance	×	Q			
op/update compliance training materials to meet legal requirements imposed by regulate)						
le compliance training for internal departments by (date)						
ve team compliance with escalation process by (date)						
op a system to track compliance with corporate policies by (date)						

SELECT GOAL

- Click on the goal you would like to add.
- Click "NEXT."

STATECIVILSERVICE







/.	OPEN EDIT OPTIONS

Click on the pencil icon.

Create from Library			
Select Goals	2 Edit Goals	3 Create	
2. Edit Goals Make changes to the selected goals as needed or instructed.			
Conduct(#) of fire drills by (date)			Ø





REVIEW & ADD

- Review the goal.
- Click "NEXT."
- Click "NEXT" again.
- Click "SAVE."

Additional details about each option can be found in the CPM Planning Process Manual for Supervisors.

