Step 3: Set Review Content (Identify SMART Goals)

SMART Goals Worksheet

Download and review the Writing SMART Goals and the SMART Goals Worksheet from Annual Performance Evaluation section of the HR webpage. Writing SMART Goals addresses what SMART means, what you need to do in advance of writing your SMART goals, and provides detailed examples for you to follow. The SMART Goals Worksheet is a tool to help you identify the elements of your SMART goals in order to draft the goal statement and the description.

First Things First

1. SMART Goals Worksheet

   Download and review the Writing SMART Goals and the SMART Goals Worksheet from Annual Performance Evaluation section of the HR webpage. Writing SMART Goals addresses what SMART means, what you need to do in advance of writing your SMART goals, and provides detailed examples for you to follow. The SMART Goals Worksheet is a tool to help you identify the elements of your SMART goals in order to draft the goal statement and the description.

2. HR Starts Performance Review

   For purposes of the performance evaluation, goals can only be entered after Step 2: “Start Performance Review” has been executed by the Office of Human Resources for the staff member. You will be notified via e-mail once that step has been completed.
Once the evaluation is started, it may not be easily apparent how to access it. There are four ways for you to access the evaluation to enter your goals:

- Performance icon;
- Performance tab;
- Actions button; or
- Inbox.

### Performance Icon

From the home page, click “Performance” in your worklets.

Then click “Annual Performance Evaluation 2019.”

Do not click “Skip.” Click “Open” to access the goal setting section of the evaluation instrument.
Step 3: Set Review Content (Identify Goals)

The second way to access the goals setting section of the evaluation instrument is via the performance tab on your page.

To access the Performance tab, on the home page, click the profile cloud or your picture, if available. Then from the drop down menu, click the profile cloud or your profile picture, if available.

Click “Performance” on the lower left side of the menu.

If you were evaluated last year, you will see the competencies on which you were evaluated, along with the corresponding rating on the screen. Click “Performance Reviews.”

Click “Annual Performance Evaluation: 2019: Staff Member.”

Do not click "Skip." Click “Open” to access the goal setting section of the evaluation instrument.
The third way to access the goals setting section of the evaluation instrument is via the Actions button on your page.

To access the Actions button, on the home page, click the profile cloud or your picture, if available. Then from the drop down menu, click the profile cloud or your profile picture, if available.

Click the Actions button.

Then hover over “Talent” and click “View Employee Reviews.”

Under the In Progress section, click “Annual Performance Evaluation: 2019: Staff Member.”

Do not click "Skip." Click “Open” to access the goal setting section of the evaluation instrument.
The fourth way to access the goals setting section of the evaluation instrument is via the Inbox from your home page.

The Inbox should be visible from the home page. Locate the item called “Set Content: Annual Performance Evaluation 2019: Staff Member.” If you do not see that item, use one of the other three methods to locate the evaluation instrument.

Whether you access this task via the Performance icon, the Performance tab, the Action button or the Inbox, this is the screen you will see. Click the expand icon to enlarge the screen. Read the staff member instructions in green print then click “Add.”
Step 3: Set Review Content (Identify Goals)

Enter SMART Goals

In the "Goal" box give a brief title for the goal. Then, in the "Description" box, enter (i.e. cut and paste) the few sentences drafted on the aforementioned worksheet, followed by the due date. Update the status and click “Add.” Repeat this process two (2) to four (4) times.

When finished, click “Next.” Remember, three (3) to five (5) goals are required. Attempting to submit without identifying a minimum of three goals will result in an error message.
Step 3: Set Review Content (Identify Goals)

Review the Competencies

The six Furman core and five supervisory, and/or job-specific core competencies that you and your supervisor selected will be listed in alphabetical order. There is nothing to edit in this section. Review the selected competencies by scrolling to the bottom of the screen then click "Next."

Upon clicking “Next,” you will be taken to the summary page. Scroll down to see your three (3) to five (5) goals and your 11 competencies. If you would like to modify your goals before your supervisor reviews them, please click the pencil icon at the top of the goal you wish to modify to do so. Also, if the competencies are not what your supervisor and you agreed upon, notify him or her via e-mail. Scroll to the bottom of the screen and click "Submit."
Completing Step 3

Please recall that attempting to submit the evaluation without entering a minimum of three (3) goals will result in an error message. Although you will see “Skip,” you should not click it. Click “Open,” enter the required number of goals, move through the process as previously instructed, and click “Submit.”

What Next?
The next steps, Step 4: Set Review Content (Review Goals), Step 5: Start Performance Review (with the Option to Get Feedback), and Step 6: Complete Manager Evaluation for Performance Review, will all be completed by the supervisor.

Questions?
If you have any questions, please send an e-mail to humanresources@furman.edu.