

PERFORMANCE GOALS

Editing and Updating Performance
Goals from the Performance
Appraisal Form

Performance Goals

Editing Goal Details from Appraisal Form

Click on "Edit" at the end of the goal name to display the goal details box.

1

The screenshot shows a web interface for editing performance goals. On the left, a goal is listed under the category 'Service Excellence'. The goal name is 'Increase % of projects completed on time to from 70% to 90 %'. Below the goal name is a red circle containing the word 'Edit'. To the right of the goal list is a 'Goal Details' panel. This panel has a 'Completed' status button at the top right. Below the title, it lists the goal's details: Goal Name, Measurement, Weight-HCPC Only, Percent Complete, Start, Due, and Status.

Goal Details	
Goal Name	Increase % of projects completed on time to from 70% to 90 %.
Measurement	CPP Project Database, monthly measure.
Weight-HCPC Only	-999999.0
Percent Complete	100.0
Start	09/01/2013
Due	08/31/2014
Status	Completed

Update goal details as needed.

2

The screenshot shows a browser window titled 'Add Goal - Google Chrome' with the URL 'https://performancemanager4.successfactors.com/tgmEdit?t=3&u=bbbb&editCom...'. The form is titled 'Add Goal' and contains several fields: 'Category' (Service Excellence), 'Goal Name', 'Measurement', 'Weight-HCPC Only' (0.0%), 'Percent Complete' (0.0%), 'Start' (09/01/2013), 'Due' (08/31/2014), 'Status' (Not Started), and 'Milestone' (Add Tasks). There are also text areas for 'Comments, Results, Accomplishments or Feedback'. At the bottom of the form are buttons for 'Back', 'Save Changes', and 'Cancel'.

Click on "Save Changes"

3

Postponed and/or Cancelled Goals

If a goal on your goal plan is no longer relevant, you can update the **GOAL STATUS** to indicate that the goal was cancelled or postponed.

NOTE: Only managers can delete an employee's goal.

Goal Details

Add Goal - Google Chrome
https://performancemanager4.successfactors.com/tgmEdit?t=3&u=bbbb&editCom

Add Goal

Edit your goal below.

Fields marked with * are required.

Category : Service Excellence

* Goal Name:

* Measurement:

Weight-HCPC Only: 0.0%

Percent Complete: 0.0%

* Start: 09/01/2013

* Due: 08/31/2014

Status: Not Started

Milestone: Add Tasks

Comments, Results, Accomplishments or Feedback:

Back Save Changes Cancel

Goal Status Options

Not Started

Behind/At Risk

On Track

Completed

Postponed

Cancelled