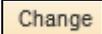
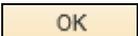




TM-01.4 CABQ - Create Performance Goals

Step	Action
1.	Click the Main Menu button to begin the navigation. 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Performance Documents menu.
5.	Click the Current Documents menu.
6.	Locate the employee name then click on the link to be taken to the document. Click the Albert Albuquerque link. 
7.	To expand your view of the performance document - Click the Minimize Performance Process button. 
8.	Click the Performance Goals tab. 
9.	Performance Goals can relate to both mandatory requirements associated to positions, as well as, individual performance. Click the Add Item button. 
10.	The first step is to give the Performance Goal a Title: Enter the desired information into the Title field. Enter " SMART Performance Targets ".



Step	Action
11.	<p>Type the Performance Goal description into the Description box. Remember that this is the manager's responsibility. Employee's do not have access to add these.</p> <p>Make sure that the Goals are SMART: Specific - Objective, detailed, concrete Measurable - Quantitative, results-focused, numeric Actionable - What employee will do Realistic - Explicitly links to City direction Timed - Timeframe or dates for completion (must fall within the performance year). If an employee has a long-term goal (i.e. degree) break it out by milestones that can be met in current year.</p> <p>Example of SMART Goal: Reduce time from answering call to first responder call-out by 10% by 6/30/2017 in order to support Public Safety.</p>
12.	<p>Click the Add button.</p> 
13.	<p>The Performance Goal has been added.</p>
14.	<p>To add another Performance Goal:</p> <p>Click the Add Item link.</p>
15.	<p>Repeat the steps of adding a Title and then a description of the goal using the SMART Goal methodology.</p>
16.	<p>After typing in the SMART Performance Goal description you may want to check for spelling errors.</p>
17.	<p>Click the Spell Check Long Description button.</p> 
18.	<p>The system identified a misspelling and has suggested alternative spellings. Choose the correct option for your description then -</p> <p>Click the Change button.</p> 
19.	<p>When the spelling check is complete -</p> <p>Click the OK button.</p> 
20.	<p>Click the Add or Update button.</p> <p>The system will display an Add button if this is the initial entry. If you are editing a previous entry the system will display an Update button.</p> 
21.	<p>Both Performance Goals are now visible on the Performance Document.</p>
22.	<p>Save your updates before leaving the document.</p>



Step	Action
23.	Congratulations! You successfully completed the Create Performance Goals . End of Procedure.