



## People Hub - Goal Setting

# User Guide for AI-Powered Goal Generation Feature

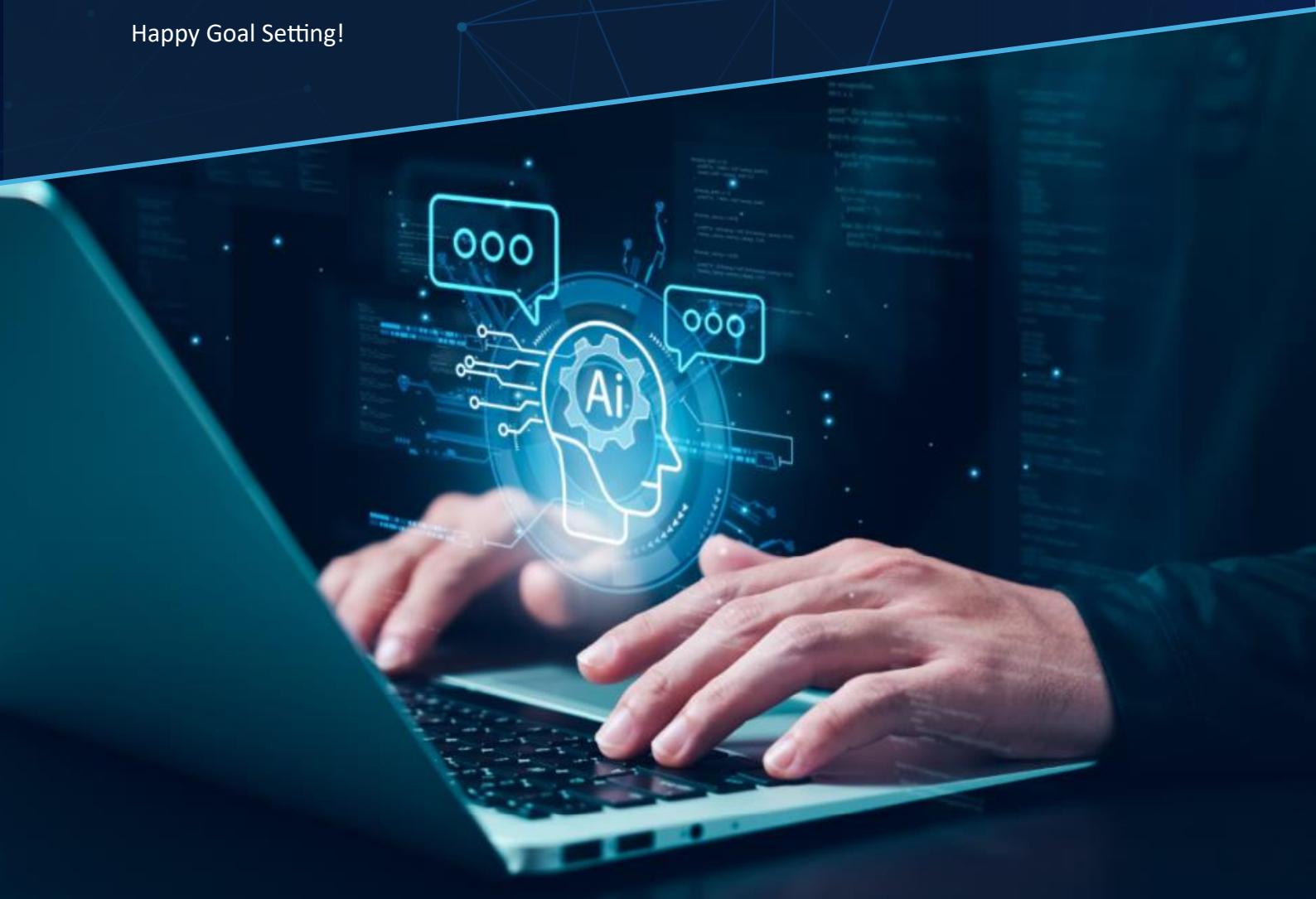
### Welcome to the Employee Performance and Goal Setting feature!

This guide will walk you through how to use the built-in AI tool to generate meaningful and aligned goals for the year.

By following this guide, you can effectively use the AI tool to generate well-defined and actionable goals that align with your personal growth and team priorities.

If you have any questions or need further assistance, feel free to reach out to your **HRBP** or **L&D** team.

Happy Goal Setting!



# USER GUIDE FOR AI-POWERED GOAL GENERATION FEATURE

The AI tool is designed to help you draft, refine, and track your goals based on conversations you've had with your line manager, ensuring that your objectives are clear and aligned with team and company priorities.

## Step 1: Access the AI Goal Generator Tool

1. Log in to **People Hub** and access the menu bar.
2. Navigate to the **Goal Setting** section of your dashboard.
3. Select **Create Goal** to access the AI generator feature.
4. Look for the **Generate** option. This is where you can start crafting goals with the help of AI.

## Step 2: Preparing for AI-Generated Goals

Before you generate your goals, it's essential to have a prior conversation with your line manager. These discussions will help you align on key areas of focus, team priorities, and any specific expectations for the upcoming year. Here's how to prepare for using the AI tool effectively:

1. **Review Prior Feedback:** Look over your performance reviews, previous goals, and any feedback from your manager. Identify strengths and areas for growth.
2. **Align with Team and Company Objectives:** Make sure you are aware of the broader team and company goals. This helps ensure that your personal objectives are in line with organizational priorities.
3. **Identify Key Focus Areas:** In your conversation with your manager, identify key areas where you can make an impact. These could be related to your skills, team objectives, or strategic initiatives for the year.

## Step 3: Crafting Your Prompt for AI

The AI tool works based on prompts, which are brief descriptions or instructions that guide the AI in generating your goal. Your prompt should reflect the key topics or themes you and your manager discussed, ensuring that the AI can generate relevant and actionable goals.

1. **Reflect on Prior Discussions:** Use the notes from your meeting with your manager to craft a clear and specific prompt for the AI.

## 2. Key Components for a Strong Prompt:

- **Areas of Focus:** What areas of growth have you discussed with your manager (e.g., cost saving, productivity, efficiency, customer satisfaction, etc.)?
- **Expected Outcomes:** What are the desired outcomes or results for the year (e.g., successful project completion, improved team performance)?
- **Timeframe:** Specify the timeframe if possible (e.g., by Q2, by the end of the year).

## 3. Refine the Prompt: Make sure the prompt is clear, concise, and actionable.

---

## Step 4: Generating and Refining Your Goal

Once you've created your prompt, you're ready to use the AI tool to generate your goal. Follow these steps:

1. **Input the Prompt:** Enter your crafted prompt into the AI Goal Generator tool.
  2. **Generate Goal:** Click the **Generate** button to allow the AI to create a goal based on your prompt. The AI will analyze the information you've provided and generate a goal that are aligned with your focus areas.
  3. **Review and Refine:** Once the goal is generated, review it carefully. Is it specific? Does it align with the priorities discussed with your manager?  
If needed, use the editing options to refine the goals or add more detail to make them clearer or more relevant.
  4. **Ensure Measurable Outcomes:** Check if the goals include measurable outcomes, such as key performance indicators (KPIs) or milestones, so you can track your progress throughout the year.
  5. **Save and Confirm:** After finalizing the goal, click **Save** to add them to your goal list. You can revisit and edit them later, if needed.
- 

## Step 5: Aligning with Your Manager

Once your goals are generated and saved in the system, it's essential to align them with your manager:

1. **Review Goals Together:** Share the generated goals with your manager during your follow-up meeting. This ensures they're aligned with expectations and the broader team objectives.
2. **Solicit Feedback:** Your manager may have insights or adjustments to make, so be open to suggestions for refining the goals further.
3. **Final Approval:** After discussing the goals, your manager will either approve or provide further recommendations. Once finalized, you can formally track your progress.