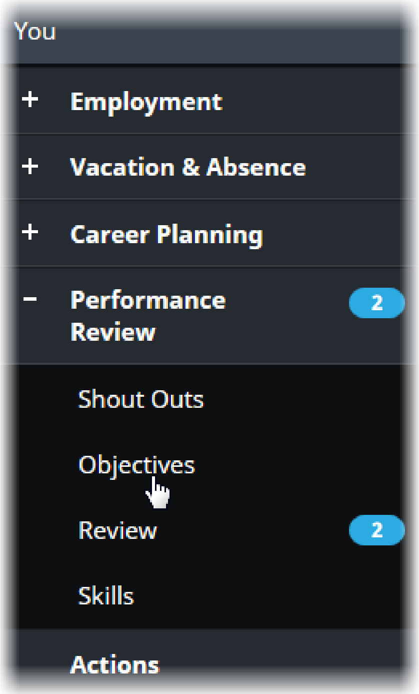
New Objective

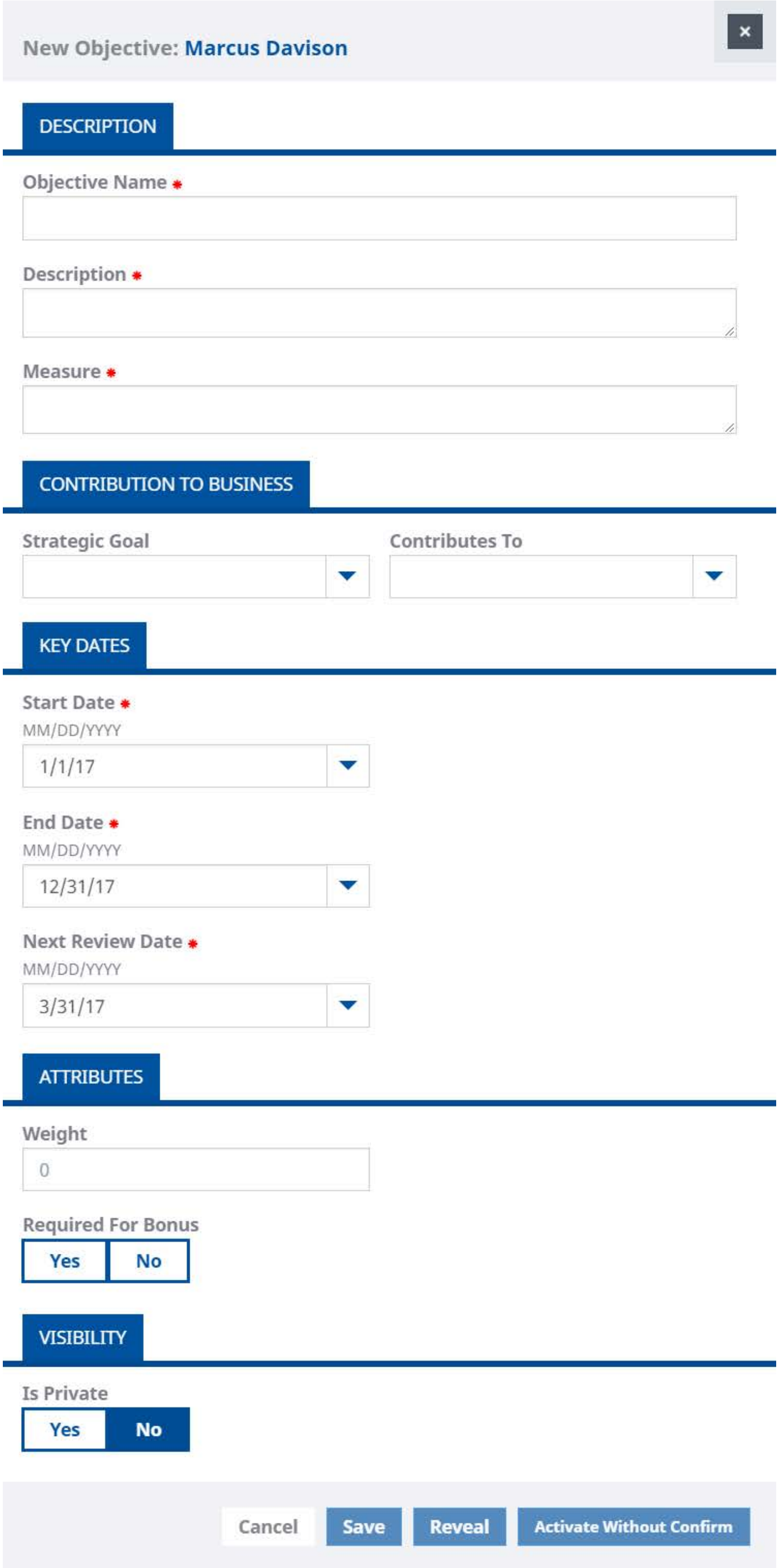
Managers or team members can create a new objective. To add a new objective:

1. In the Navigation Bar, select the Objectives Process:



2. In the Objectives Detail view, select **New**:

WX displays the New Objective view:



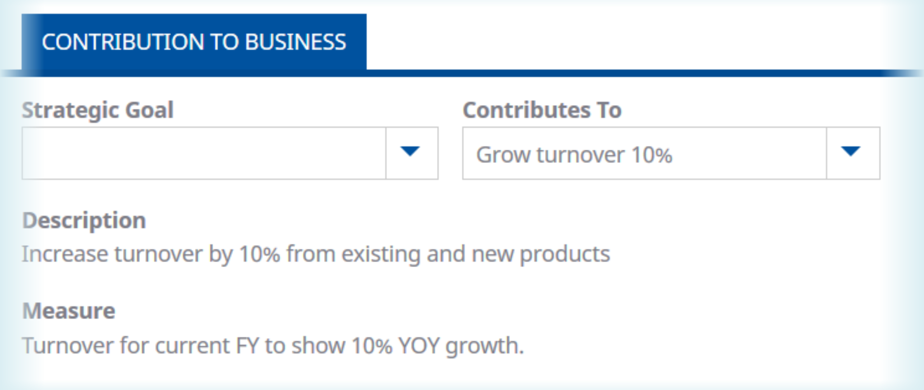
3. Enter the details for the objective.
The content of the page can be tailored to meet your company's requirements, but details typically include:

Description section

Objective Name	Text. A short description/name of the objective.
Description	Text. A longer and specific description of what is to be achieved. Use SMART objectives: Specific, Measurable, Achievable, Realistic, and Time bound.
Measure	Text. How performance against the objective is to be assessed. How will manager and team member know the objective has been achieved? Use a measure that leaves little or no room for uncertainty.

Contribution to Business section

Strategic Goal	Picklist. Displayed if your organization uses strategic objectives, where Team Members' objectives contribute to overall organizational objectives. Select the strategic goal for this objective.
Contributes To	Picklist. Displayed if your organization uses chained objectives, where Team Members' objectives contribute to a manager's. Select the manager's objective for this objective. Selecting a **Contributes To** objective displays the Description and Measure:



Key Dates section

Start Date	Date field with calendar lookup and picklist for start-of-quarter selection. The date the Team Member is to start work on the objective. Do not enter a past date unless the team member was fully aware of all aspects of the objective from the date you specify. **Start date** defaults to the start of your company's current financial year, or the start of the next financial year if today's date is within a given number of months of the current year end. Default values can be set by your administrator by changing a Policy setting. Select the date field to use calendar lookup or select the picklist to choose a start-of-quarter date for the year to which the objective applies.
End Date	Date field with calendar lookup and picklist for end-of-quarter selection. The target date for achieving the objective. This is also the date for the final objective review. **End Date** defaults to 12 months after the default Start Date. For example: • Default Start Date 1 January 2013: default End Date 31 December 2013. • Default Start Date 15 June 2013: default End Date 14 June 2014. Select the date field to use calendar lookup or select the picklist to choose an end-of-quarter date for the current year.

Next Review Date	Date field with calendar lookup and picklist for end-of-quarter selection. The next date the objective is to be reviewed. **Next Review Date** defaults to three months after the default Start Date. For example: • Default Start Date 1 January 2013: default Next Review Date 31 March 2013. • Default Start Date 15 June 2013: default Next Review Date 14 September 2013 Select the date field to use calendar lookup or select the picklist to choose an end-of-quarter date for the current year.

Attributes section

Weight	Percentage. The weighting assigned to this objective. Displayed if **Use Objective Weight** is selected as a configuration option on the Policy. Objectives regarded as more difficult or more important carry a higher weighting than those which are easier or of lower importance. If you use objective weighting, the total weight of all weighted objectives must be 100. Weightings, when used, are shown on the PDF version of Objectives (see page 131). If performance against this objective is part of a bonus calculation, the weighting is used when determining the bonus payment. To assign relative importance to objectives, use either objective weighting (this field) or **Priority**, not both.
Priority	Picklist. The relative importance assigned to this objective. Displayed if **Use Objective Priority** is selected as a configuration option on the Policy. Select **High**, **Medium** or **Low**. Use Low for stretch or development objectives. Priority, when used, is shown on the PDF version of Objectives (see page 131). To assign relative importance to objectives, use either **Priority** or **Weight**, not both.
Required for Bonus	Yes/No checkbox. Displayed if **Use Objective Bonus** is selected as a configuration option on the Policy. If checked Yes, performance against this objective is to be considered when calculating an annual performance bonus. If checked No, performance against this objective is ignored when calculating an annual performance bonus.

Visibility section

Is Private	Yes/No checkbox. If checked Yes, the objective is visible to the team member and upward management chain only. If checked No, the objective is visible to the team member, upward management chain, and colleagues. Depending on the way your Sage People system has been set up, **Is Private** can be important to ensure the privacy of the objective. Check with your HR Administrator if you are unsure.

4. Select:

o **Save** to save the objective as a draft.	• If the manager creates the objective it is saved as a draft and set to Manager Prepare status. The objective is not visible to the Team Member and the manager can continue to edit the draft objective until it is ready to reveal to the Team Member, or the manager decides to delete it if policy settings allow. • If the Team Member creates the objective it is saved as a draft and set to Team Member Prepare status. The objective is not visible to the Team Member's manager and the Team Member can continue to edit the draft until it is ready to reveal to the manager, or, if policy settings allow, the Team Member decides to delete it. • When creating a new objective, the manager can alternatively select Activate Without Confirm, in which case the objective is set to Active status without confirmation by the Team Member. • If the team member creates the objective it is set to Team Member Draft status and an action is raised for the manager to approve or edit it. • If the team member is not a Sage People registered user, then the objective status is set directly to Active.
o **Reveal** to save the objective as a draft and immediately make it visible.	• If the manager creates the objective it is saved as a draft and set to Manager Draft status. The objective is visible to the Team Member and the Team Member receives an action to review it. • If the Team Member creates the objective it is saved as a draft and set to Team Member Draft status. The objective is visible to the Team Member's manager and the manager receives an action to review it.
o **Activate Without Confirm** to make the objective active immediately.	**Activate Without Confirm** is not available to Team Members.
o **Cancel** to discard your changes.	You are asked to confirm. Select **OK** to confirm the cancel request and return to the Objectives Detail view.