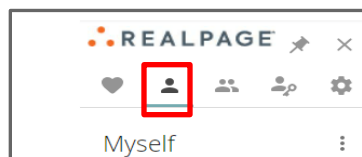


UPDATING GOALS

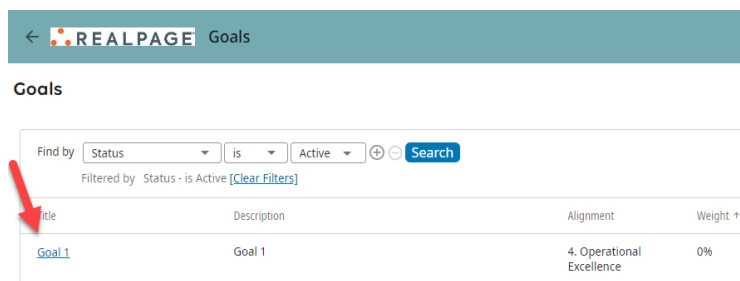
Goals are an opportunity to set the path for your career growth and development. Goals should tie to business goals and objectives. Each team member should have 3-5 performance goals and 1 developmental goal. Personal goals will not be included on performance reviews.

UPDATING GOALS IN UKG

- From the Home Page in **UKG**, click the **Myself** tab.



- On left side under **Career & Education**, click **Goals**.
- On the Goals page, click on the hyperlink title of the goal you would like to update.



- Here you can update the **Goal Details**.
 - The title should reflect the general purpose of the goal
 - The description should outline success metrics for the goal

- The weight of all goals combines will add up to 100%
- The dates will align with the calendar year

- Click **Save**.

Smart goals include specific, measurable, Action-oriented, realistic, time bound information.

Specific: Goal statement should paint an outcome of what you want to achieve. All specific goal statements must answer who, what, when, why and how.

Action-Oriented: Goals are action-oriented when they include actions to move you closer to reaching the goal.

Realistic: If you set goals that are too high, you won't be able to reach them. If your goals are set too low, you may not care if you reach them. Also, you may not grow during the process of achieving each goal.

Timely: All goals must be bound to a specific time frame, so you know when the goal is complete. When goals are not time-bound, the unrelated day-to-day tasks may take a higher priority.