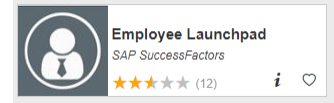


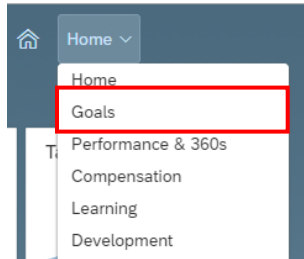
**Access SuccessFactors**

Visit **OneCampus Portal** (<https://one.purdue.edu/>) and select **SuccessFactors** (Employee Launchpad). Log in using your Purdue Username and Boiler Key.

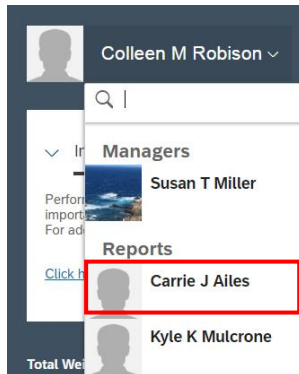


**Locate and Open Employee's 2020-2021 Goal Plan**

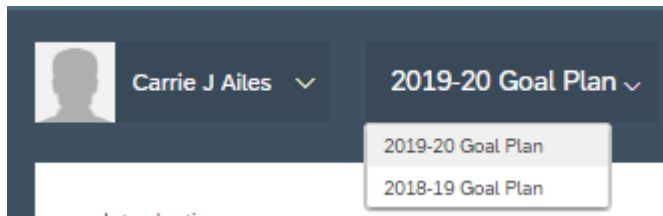
1. Click on **Home Menu** at top of screen and select **Goals**



2. **If you are a manager creating the goals -**  
Click on the arrow next to your name and then select your direct report.  
  
**If you are an employee creating the goals –**  
Go directly to step 3.



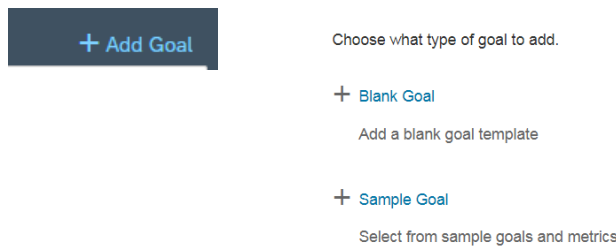
3. Click on the arrow next to **2019-20 Goal Plan** and select the **2020-2021 Goal Plan**. (Note: the 2020-2021 goal plan template may not be available until May.)



**Add Goals to the Goal Plan**

4. On the right hand side of the **Goals Dashboard**, Click **Add Goal**

5. You can add a **Blank Goal** and create the goal from scratch or you can add a **Sample Goal** and select from sample goals and metrics.



**Sample Goal –**

Sample Goal enables you to select from four categories of types of goals (Effectiveness/Efficiency, Professional Development, Quality and Quantity, and Time)

Enter a checkmark next to the type of goal you want and Click **Add Selected**.

Content populates into the Goal Name, Goal Description and Goal Metric. You can now edit the content to customize the goal.

**Blank Goal –**

The Blank Goal option does not populate any content – goal content is created from scratch.

Select Goal from the Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

- > Effectiveness and Efficiency Measures
- > Professional Development
- Quality and Quantity Measures
    - Best Practices Benchmark      Benchmarking conducted and recommendations submitted
    - Continuous Improvement of Procedures      # of process improvements recommended
    - Metric Development      # of metrics developed
    - Process Improvement Rollout      # of process improvements implemented
  - > Time Measures

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Visibility:

\*Goal Name\*:  [spell check...](#) [legal scan...](#)

Description:  [spell check...](#) [legal scan...](#)

Metric:  [spell check...](#) [legal scan...](#)

6. Add/Edit Goal Details
  - a. Set **Visibility** to Private.
  - b. Enter a brief **Goal Name**
  - c. Enter a **Description** of the goal.
  - d. Enter a **Metric**.

(A spell check and legal scan are available. The legal scan flags potentially problematic language.)

- e. Enter **Weight** of this goal.
- f. Enter the **Start Date** that work will begin on this goal.
- g. Enter the **Due Date** for completing the goal.
- h. Leave **% Complete** blank.
- i. Leave **Status** blank.
- j. Click **Save Changes**.

Repeat steps 4-6 for each remaining goal.

### Miscellaneous Actions

After goals have been added, additional actions can be performed.

Click on **Home Menu** at top of screen and select **Goals**. Locate and Open the appropriate Goal Plan.

In the upper right corner, click on:

**Actions – Print to HTML or PDF, Delete, Cascade** (managers can cascade goals to direct reports)  
**Note:** Select the goal you wish to take action on by clicking the checkbox.

**Display** – Select data that is viewable in the Goal plan.

