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| Acce ss S uccess Factors | |
| Employee LaunchpadVisit **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 2022-2023 Goal Plan | |
| Click on **Home Menu** at top of screen and select **Goals** |  |
| **If you are a manager** **creating the goals -**  Click on the arrow next to your name and then select your direct report. |  |
| Add Goals to the Goal Plan | |
| On the right hand side of the **Goals Dashboard**, Click **Add Goal**  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. |  |
| Add/Edit Goal Details  Set **Visibility** to Private.  Enter a brief **Goal Name**  Enter a **Description** of the goal.  Enter a **Metric**.  (A spell check and legal scan are available. The legal scan flags potentially problematic language.)  Enter **Weight** of this goal.  Enter the **Start Date** that work will begin on this goal.  Enter the **Due Date** for completing the goal.  Leave **% Complete** blank.  Select **Status**.  Click **Save** Changes. |  |