This job guide focuses on goal management and using the goal library to assign goals to employees.

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

For this job guide, the manager has two employees on the team.
1. To create a goal for a team member, click on the team member desired in the “My Team” tile.

The employee tile will appear with various options.
2. Click on “Actions” or the gear icon. **Click on “Goal Plan” to be directed to the employee’s goal plan.**

3. Click on “Create a New Goal” button to get started.

4. Click on the “Library Goal” button to access the Texas State Goal Library.
5. Check the box beside the goal to add the goal for the employee.  

*Note that each Division’s goals are available for selection.*

6. Click the “Add Selected Goal” button.

7. Select the appropriate goal category for the goal by selecting from the drop down box.
8. Next in the goal description, enter a specific SMART goal, tasks if needed and enter how will success be measured for the goal. A SMART goal is Specific, Measurable, Achievable, Realistic, and Time-bound. Go to the Performance Management website to learn more about SMART goals [http://www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)
Tasks can be added by clicking on + beside “Add Tasks, If Needed”. Enter a target (due) date and a task description.

You can enter multiple tasks for the goal by continuing to click the + icon.
Next, enter the description of how success will be measured for the goal.

Goal Name:
Facilitate the retention, graduation and career development of a high quality, diverse student population.

Goal Description:
Develop a student program that promotes and celebrates graduation at Texas State. The programs should provide outreach starting in the freshman year of our students and continue until graduation. The program should be branded (collaborate with Marketing) with a distinct name and logo, with eye appeal. The program may include events, give-aways, fun on-line videos, videos from recent graduates, etc. Use your full imagination to deliver a solution that supports and promotes...

Add Tasks, If Needed:

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Task Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/03/2016</td>
<td>Complete the name &amp; branding.</td>
<td></td>
</tr>
<tr>
<td>03/29/2017</td>
<td>Identify budget requirements.</td>
<td></td>
</tr>
</tbody>
</table>

How Will Success Be Measured:
Success to be measured by retention rate. Social feedback as number of hits to video views, tweets, number of shares, etc. Survey to students to gather feedback on the program.
9. The goal status will default to *Not Yet Started* but can be changed if work is already in progress. Select the start and end date of the goal. Click into the Start or End field and a calendar will pop-up for date selection.
10. Once all of the necessary fields are entered, click the “Save Changes” button.
This is a screen capture of employee’s goal plan after the manager created the goal. Note the alert that indicates the goal was created for the employee by the manager.

**Introduction**

We want to ensure that our performance management system aligns with and supports the University’s goals, strategies and objectives. Our five goal categories reflect the University’s five major goals. Our library of goals include division goals that support and assist in achieving Texas State’s overall goals. Managers and employees will work together to define individual SMART goals. The manager has responsibility of creating the goal(s) for the employees to support the University’s objectives. An easy way of ensuring the individual goals are linked is to use the goal cascade feature.

Employees may add personal goals on their own behalf.

For assistance with goal setting, please visit the Performance Management website: [http://www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)

This ends the job guide for the manager creates employee goals using the goal library. For more training guides go to the Performance Management website at: [www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)