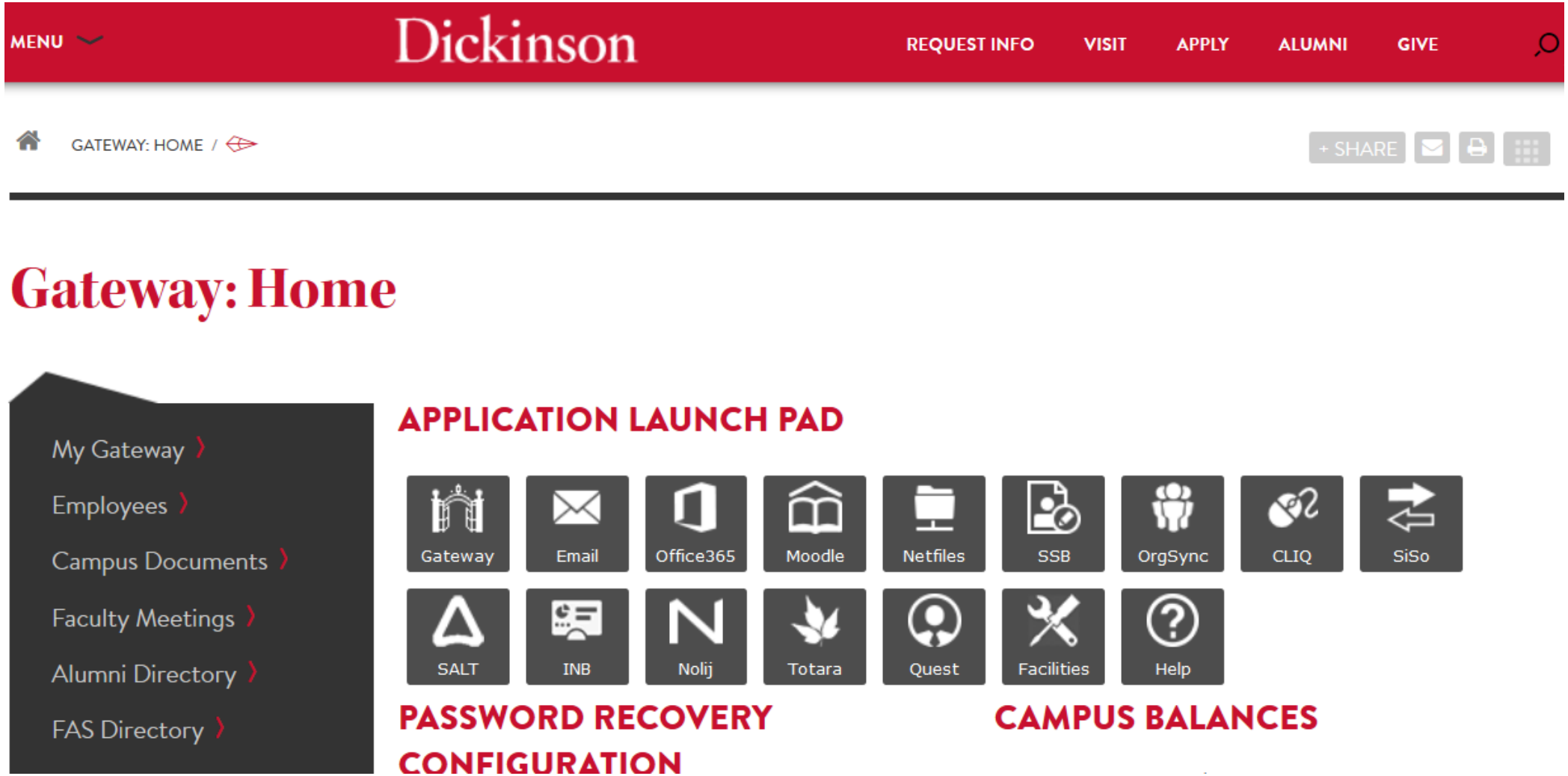
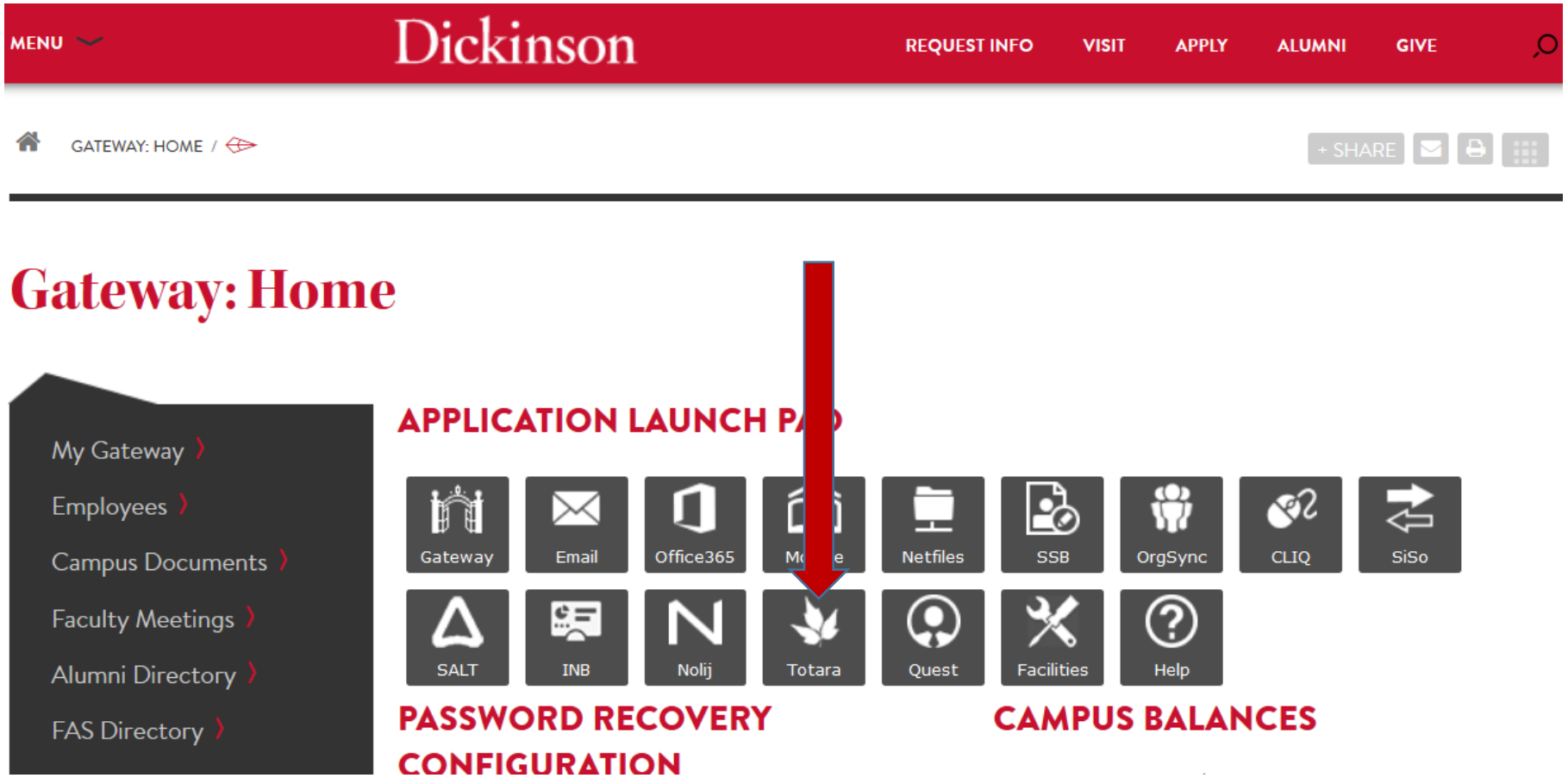
Creating Goals in Totara

Introduction for Managers Creating Goals for Employees

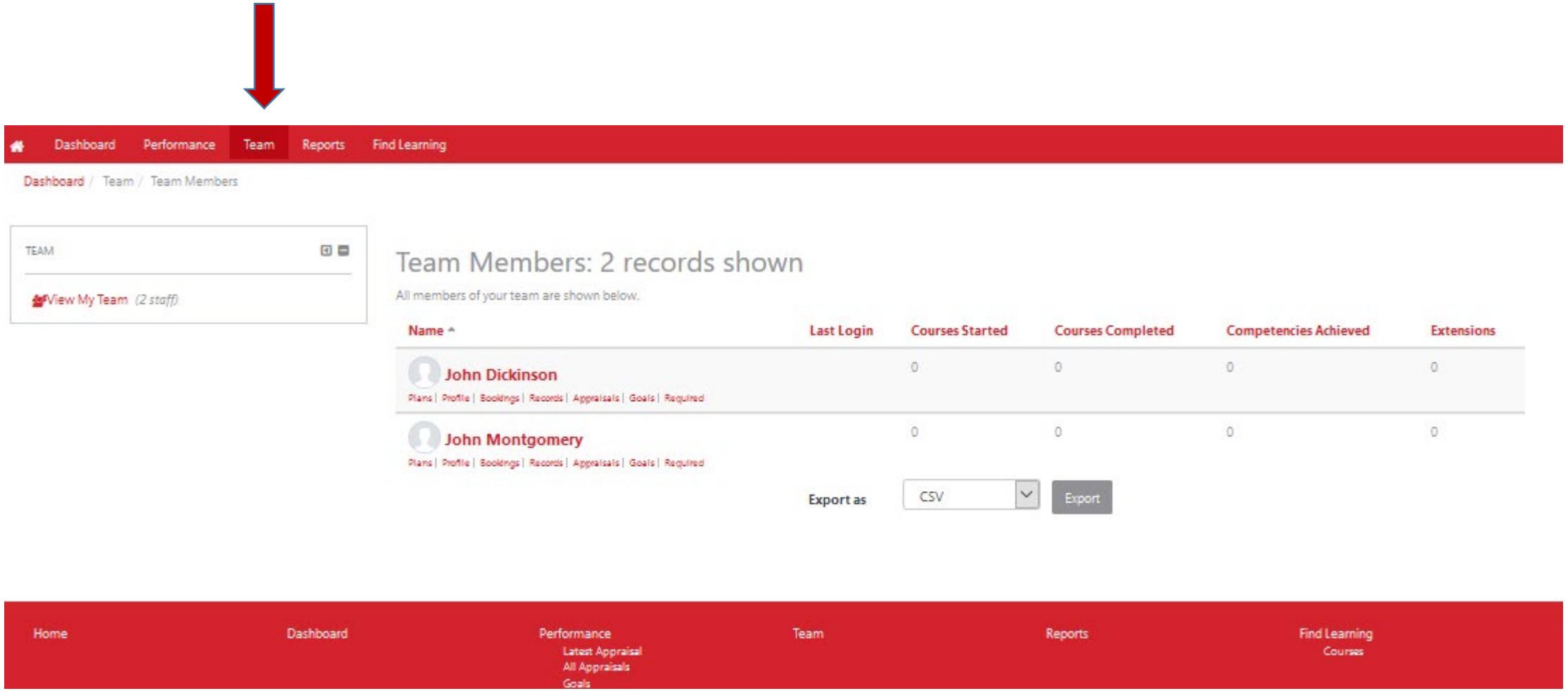
Sign into the Gateway



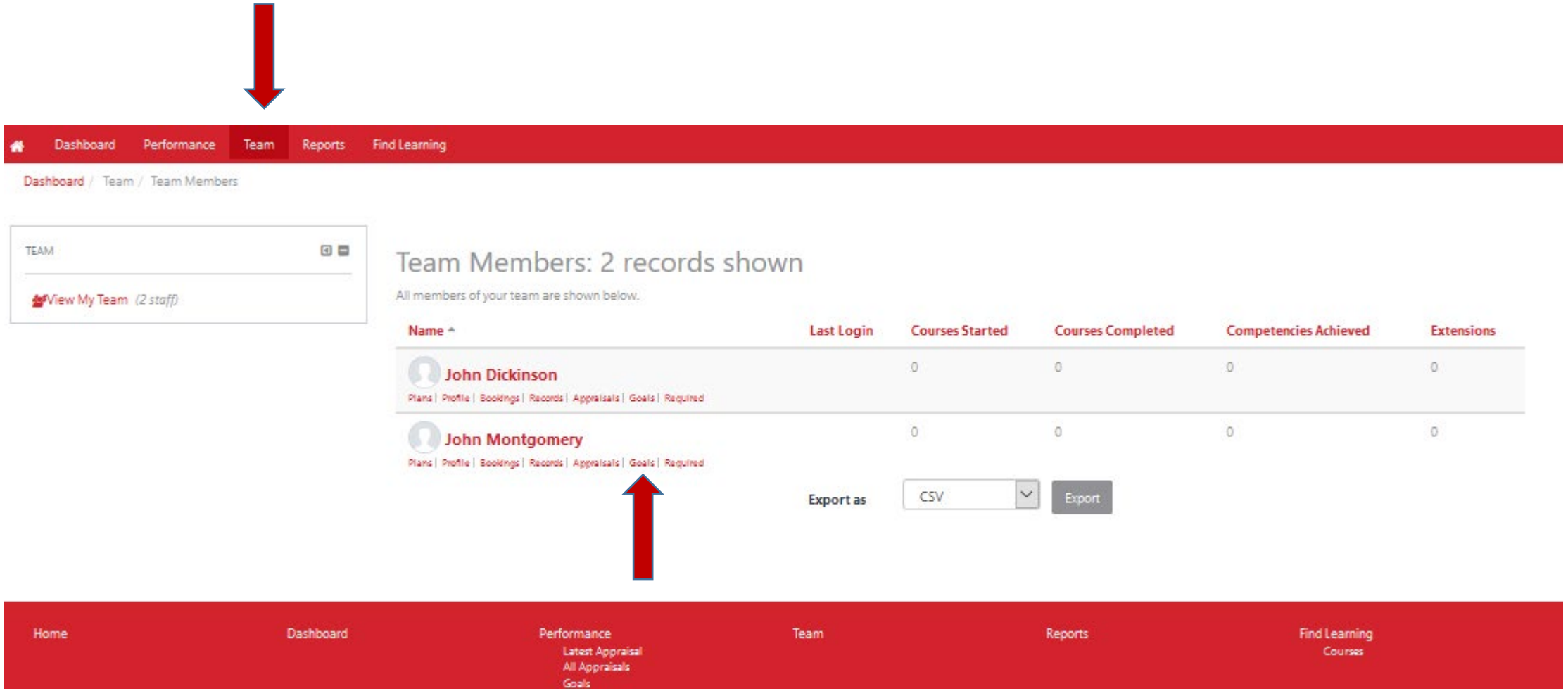
Click on “Totara”



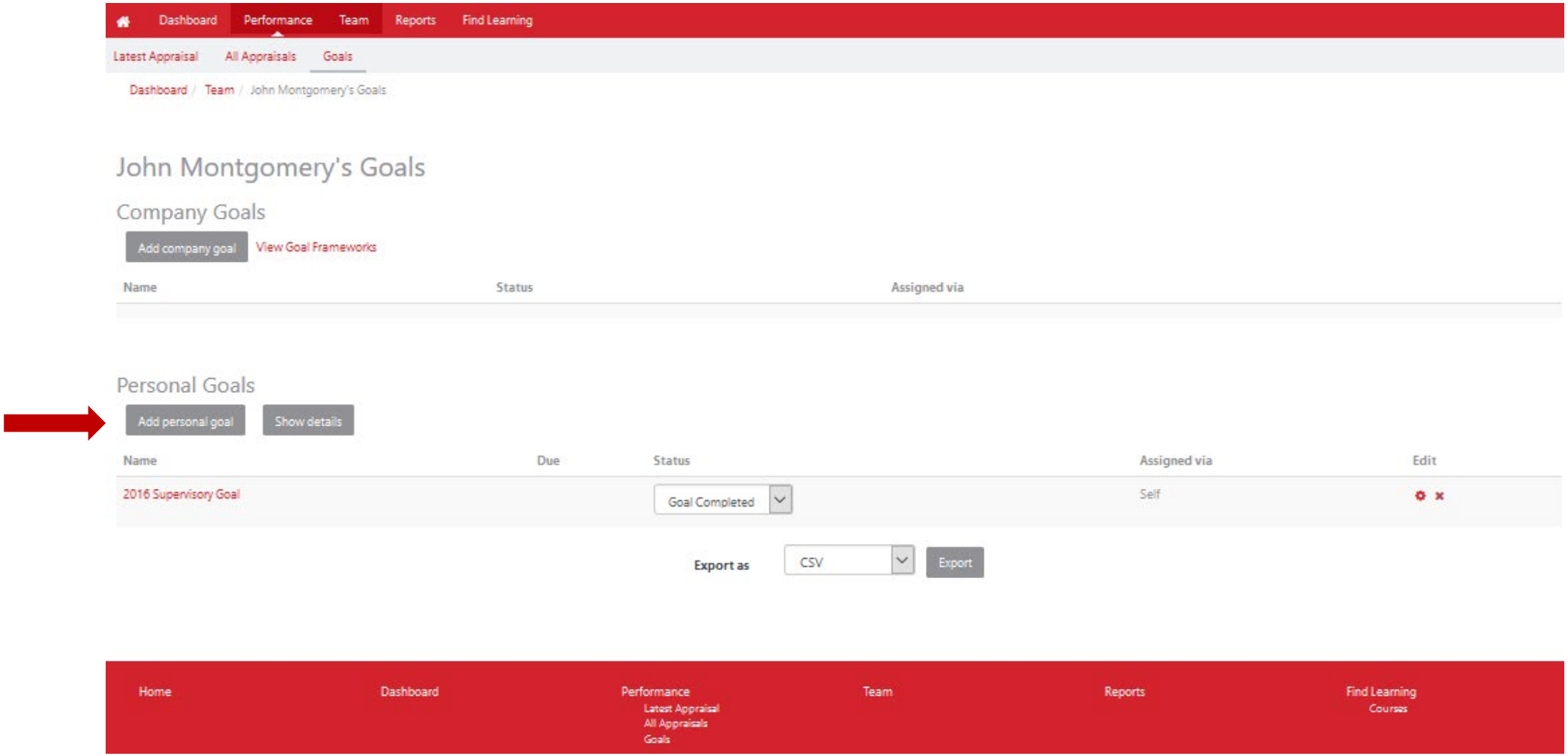
Go to the “Team” tab



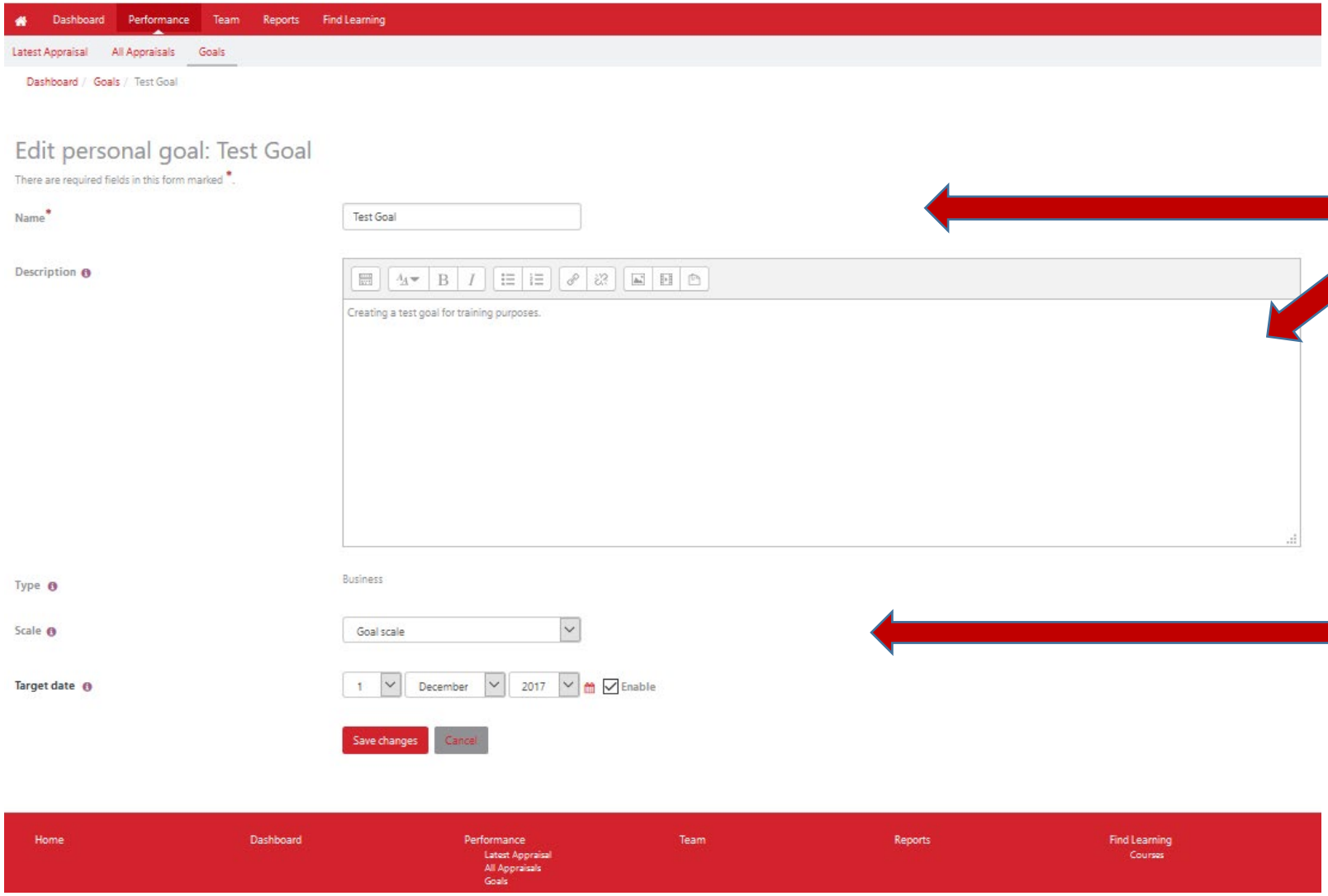
Select Employee and click “Goals”



Select “Add Personal Goal”



Creating Goals, continued

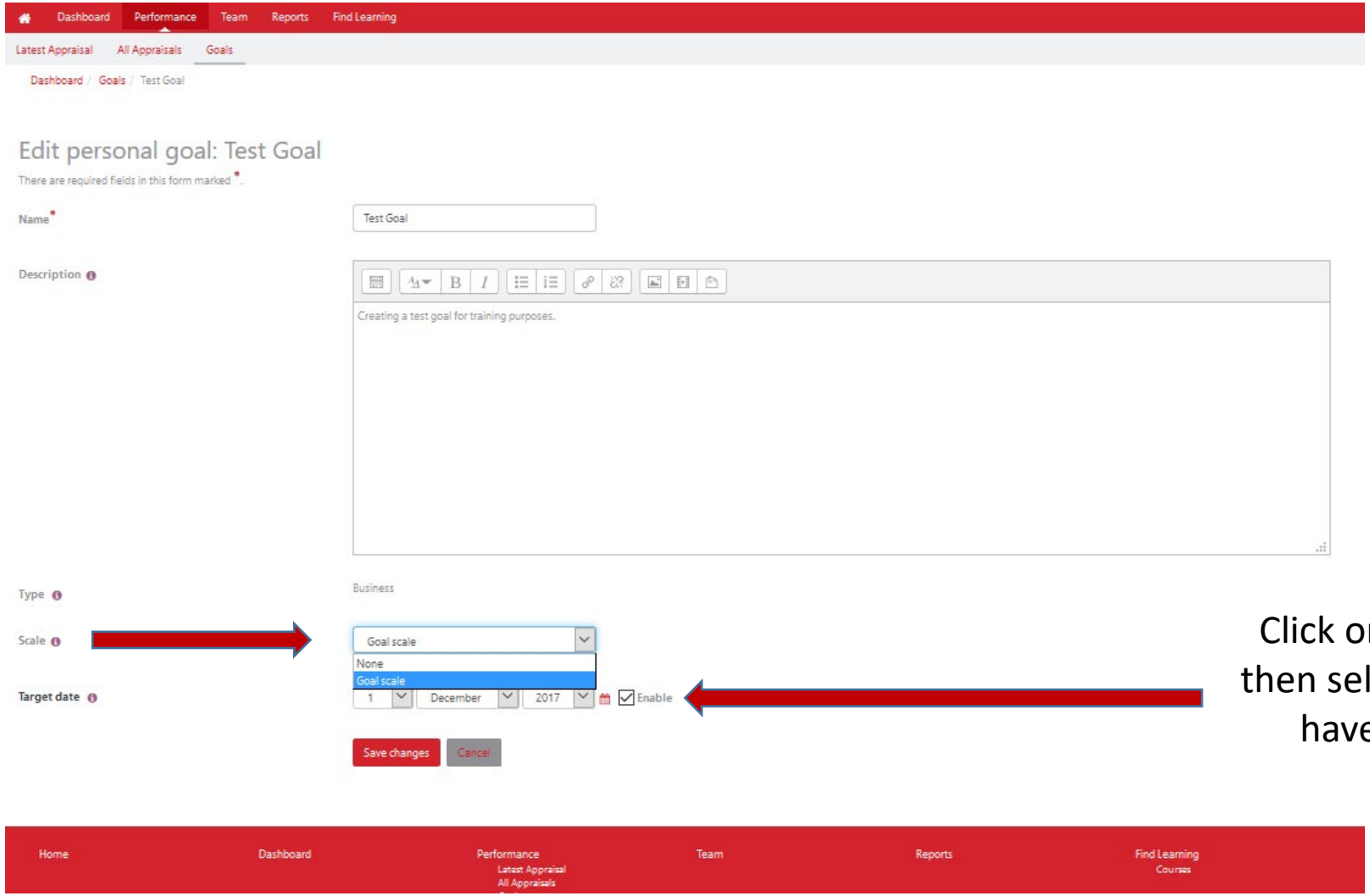


Provide a “Goal name” and brief “Description” of the goal to be worked on during the upcoming review period. We suggest beginning the goal name with the year such as 2018...

Choose the type from the drop down list “Business, Development or Wellness/Enrichment”

Creating Goals, continued

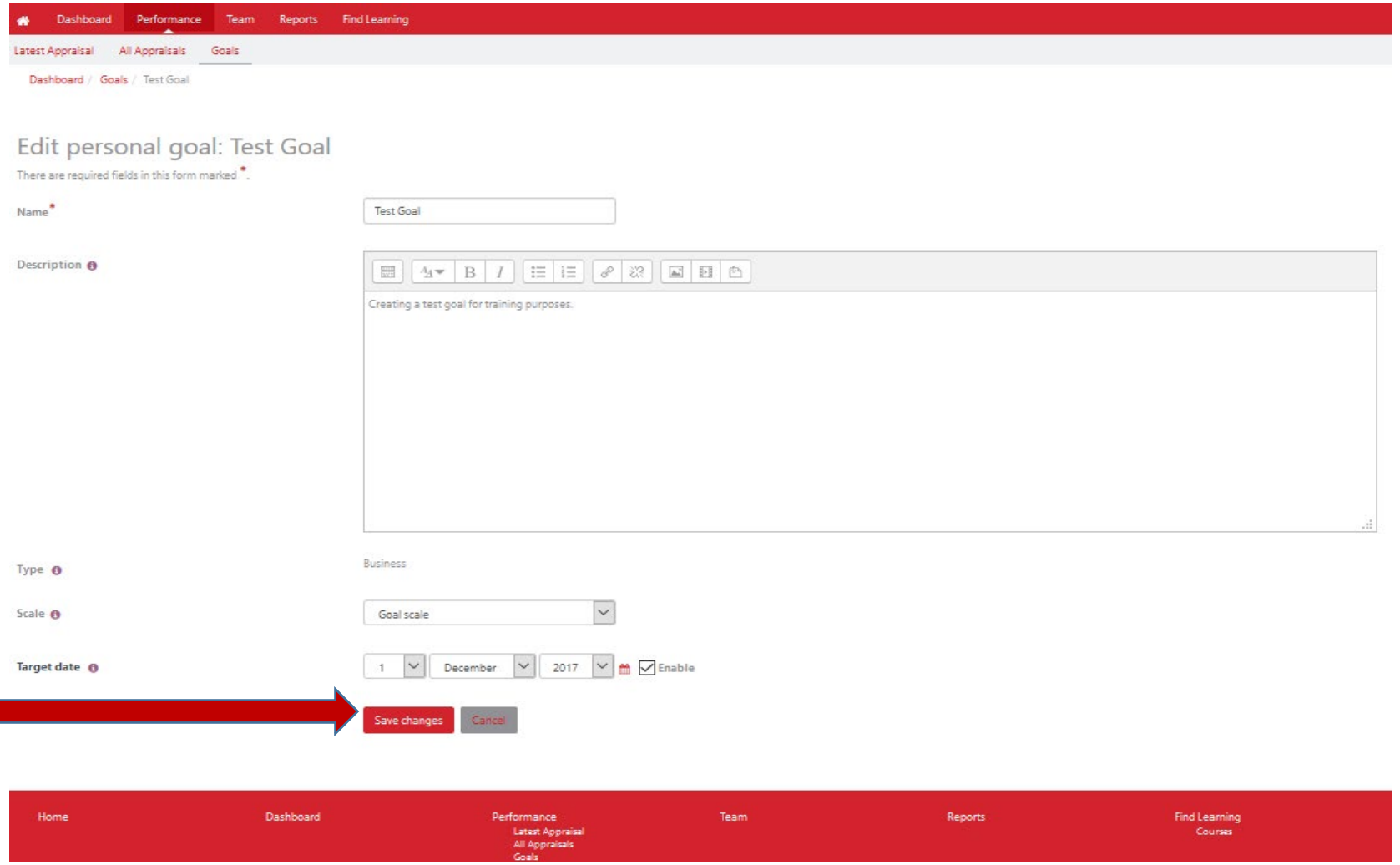
Select “Goal Scale” from the dropdown list.



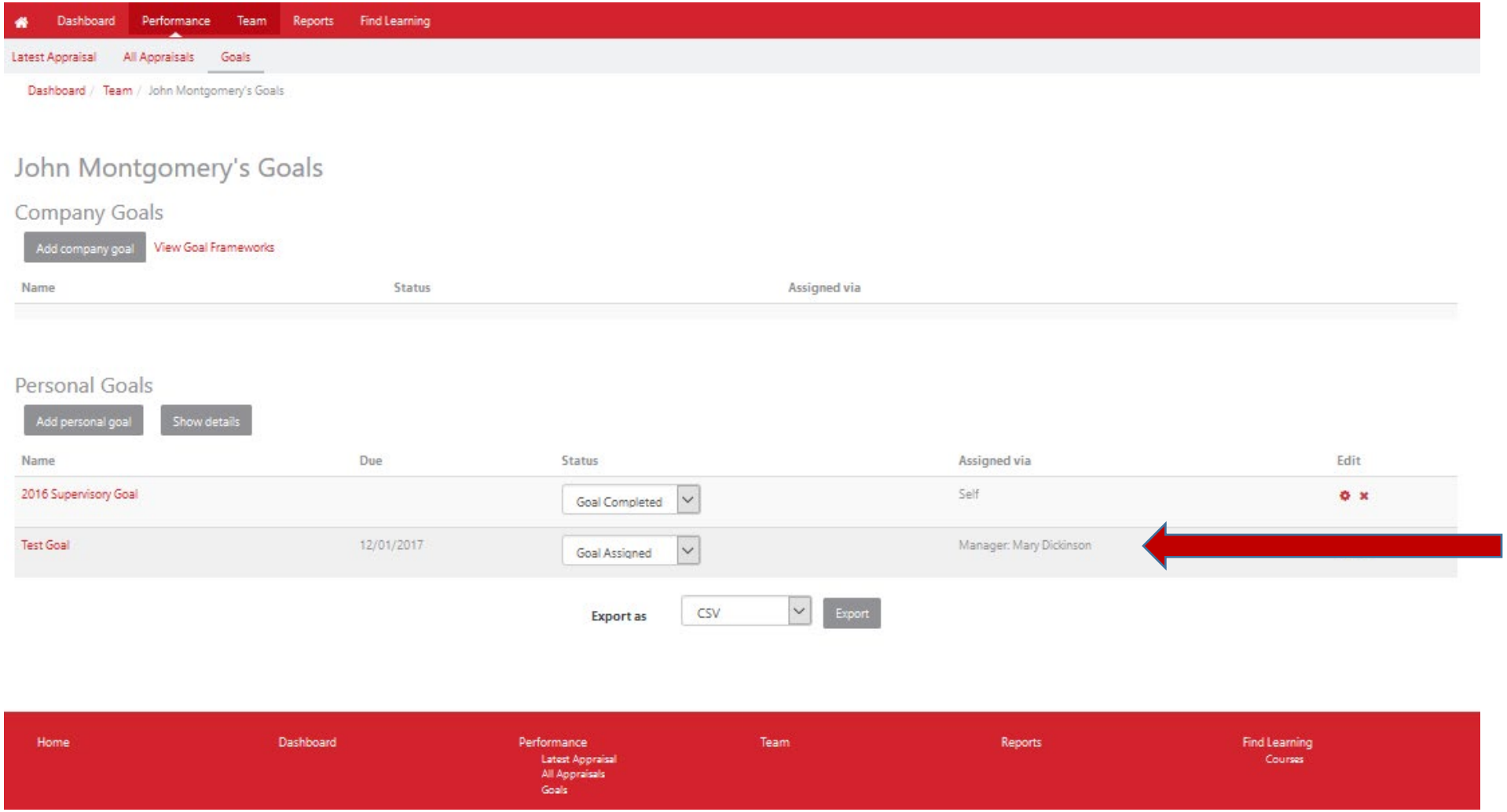
Click on the “Enable” box and then select the date you plan to have the goal completed

Creating Goals, continued

Final step is to click “Save Changes”



Creating Goals, continued



"Assigned via" now displays the manager's name.

Creating Goals, continued

- When a manager creates a goal for an employee **ONLY** the manager is able to update/edit the information.
- If an employee is expected to update the status/description/content of a goal throughout the appraisal year then the employee must create the goal.

For assistance contact:

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