Creating Goals for your Team or an Individual

There may be circumstances in which you need to assign goals to a team or an individual. In some cases, team goals would be more appropriate than asking your employees to create individual goals.

- From the UNMJobs homepage go to → Performance->Goals
• Click on the “Team Goals” tab on the following screen

You will see the employees who report directly to you.

• If you click on the arrow to the right of the employee, you will be able to see all of their active goals.

• If you click on the dropdown menu to the right of the goal, you have the option to “Edit,” “Copy,” “Cancel,” or “View History.”
• You can click “Create” at the top right and create a goal. This goal can be assigned to a specific person or a team.

• Once you click “Create” you will see the following screen.

- Make sure you check “Your Team” when creating the goal.

- Your Team will appear and you can choose which members to assign this goal.
• This will create a separate goal for each user you selected.

• If you look at your employee’s goals, the new Team Goal will show up as an active goal.