

PEP  
ONLINE

## Job Aid Manager

Performance Evaluation Process

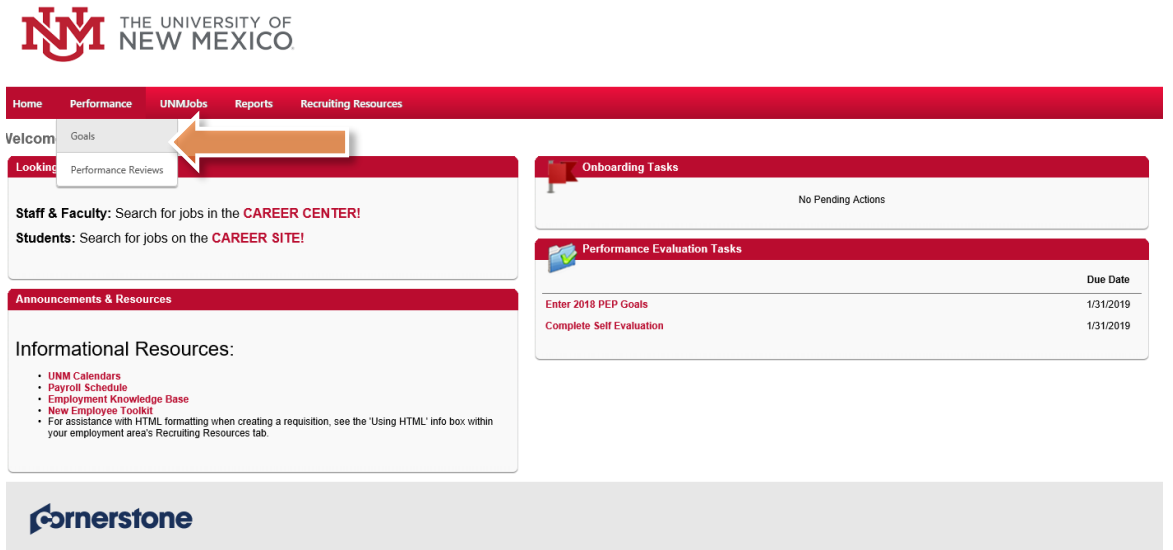
Employee & Organizational Development  
The University of New Mexico



## 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



THE UNIVERSITY OF  
NEW MEXICO

Home Performance **UNMJobs** Reports Recruiting Resources

Velcom Goals

Looking Performance Reviews

Staff & Faculty: Search for jobs in the **CAREER CENTER!**  
Students: Search for jobs on the **CAREER SITE!**

Announcements & Resources

Informational Resources:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

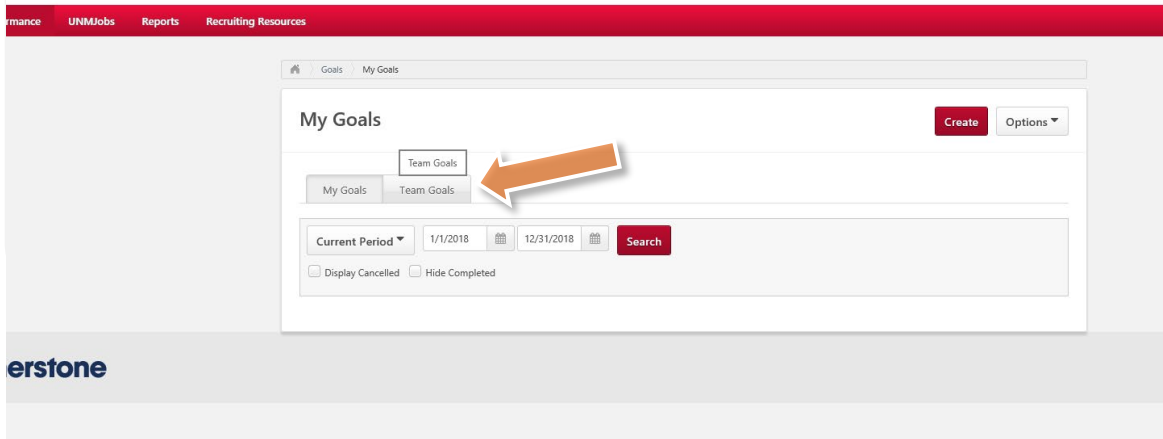
Onboarding Tasks  
No Pending Actions

Performance Evaluation Tasks

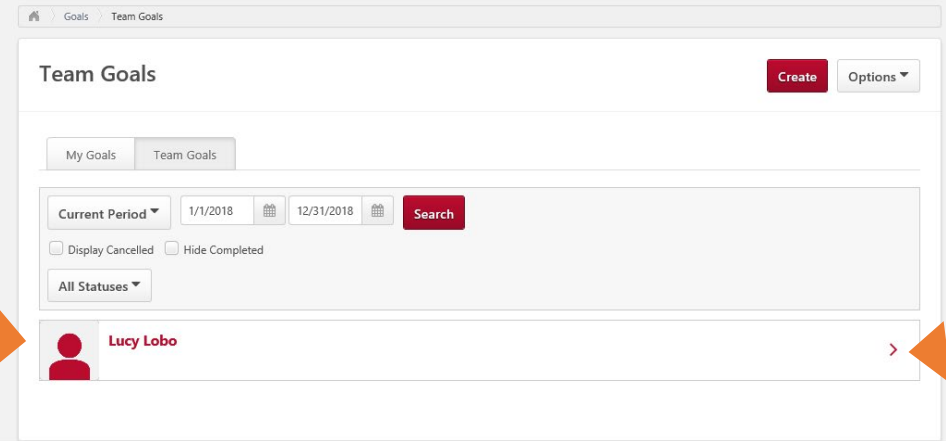
|                          | Due Date  |
|--------------------------|-----------|
| Enter 2018 PEP Goals     | 1/31/2019 |
| Complete Self Evaluation | 1/31/2019 |

Cornerstone

- 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.

**Team Goals**

My Goals | Team Goals

Current Period: 1/1/2018 - 12/31/2018 | Search

Display Cancelled  Hide Completed

All Statuses

**Lucy Lobo**

- Increase average noise level in Pit by 15 decibels**  
Status: On Track Due Date: 12/31/2018
- Increase noise level by 20% in the pit during games**  
Status: On Track Due Date: 12/31/2018
- Increase sales of hot dogs by 15% at all lobo basketball and football games**  
Status: On Track Due Date: 12/31/2018
- Increase t-shirt cannon accuracy by 25%**  
Status: On Track Due Date: 12/31/2018

Goal Options: Edit, Copy, Cancel, View History

**Create Goals**

Add your goal using the form below.

All fields marked "\*" are required

**Goal Name \***

Goal Name

**Goal Description**

B I U S Ix | : = | - E - E ABC

**Start Date** 11/15/2018 **Due Date \*** 12/31/2018

**Assignment \***  
Select which users or OUs this goal should be assigned to.  
 Yourself  Your team

Cancel Save as Draft Submit

- Make sure you check “**Your Team**” when creating the goal.
- Your Team will appear and you can choose which members to assign this goal.

### Goal Description

Rich text editor with toolbar (B, I, U, S, I\_x, bulleted list, numbered list, link, unlink, ABC) and a large text area.

### Start Date

11/15/2018

### Due Date \*

12/31/2018

### Assignment \*

Select which users or OUs this goal should be assigned to.

Yourself  Your team

| <input type="checkbox"/> | Name       | Title | Direct and Indirect Reports <input type="checkbox"/> |
|--------------------------|------------|-------|--|
| <input type="checkbox"/> | Louie Lobo |       |  |
| <input type="checkbox"/> | Lucy Lobo  |       |  |

### Options

Create a separate goal for each user.

Cancel Save as Draft Submit

- 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.

### My Goals

Create Options

My Goals

Current Period

1/1/2018

12/31/2018

Search

Display Cancelled  Hide Completed

### My Goals

**Increase average noise level in Pit by 15 decibels**

Status: On Track Due Date: 12/31/2018



**Increase noise level by 20% in the pit during games**

Status: On Track Due Date: 12/31/2018



**Increase sales of hot dogs by 15% at all lobo basketball and football games**

Status: On Track Due Date: 12/31/2018



**Increase t-shirt cannon accuracy by 25%**

Status: On Track Due Date: 12/31/2018

