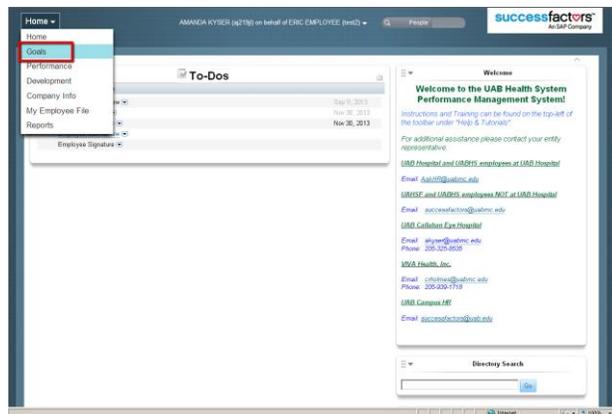
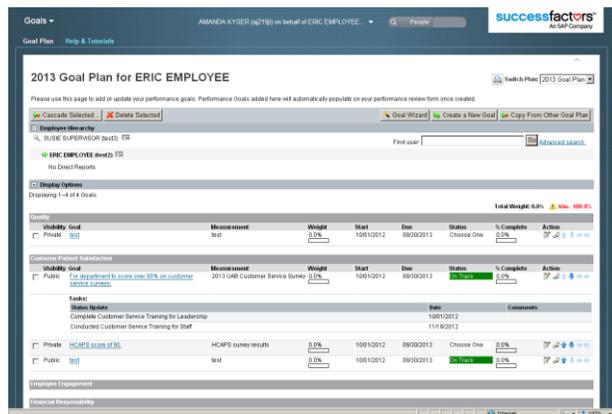


Creating a Goal:

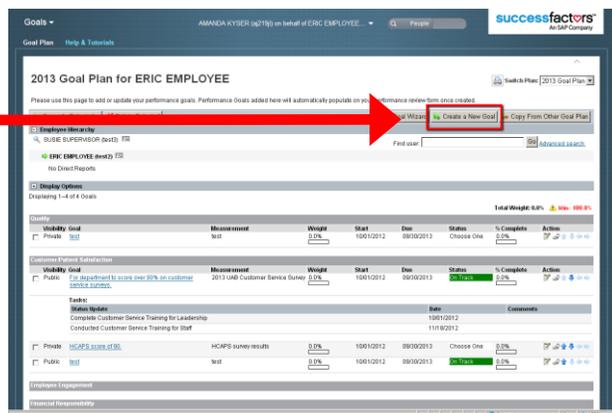
1. From the main page, click “Home at the top. Select “Goals” from the drop down menu.



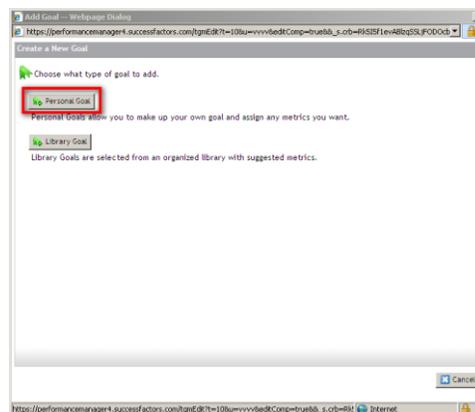
2. You will be directed to the Goal Plan page for the current year.



3. Select “Create a New Goal.”

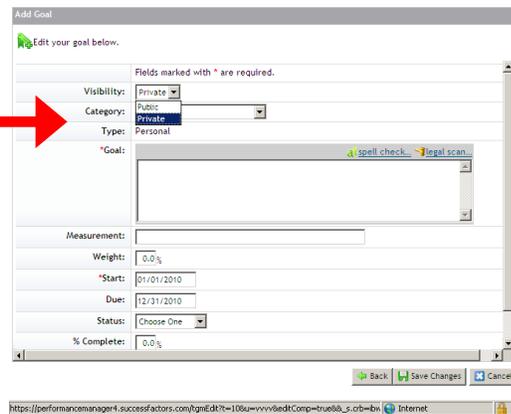


4. A new window will open. Select “Personal Goal.”



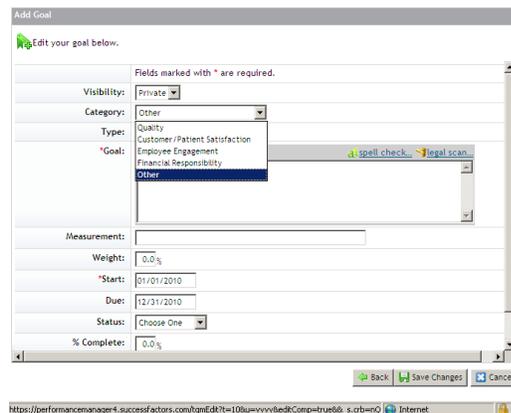
Creating a Goal (cont.):

5. Under “Visibility” select either Public or Private from the drop-down menu. Public goals may be viewed by anyone. Private goals are only visible to you and anyone who has access to your review (your supervisor, supervisor’s supervisor, etc.).



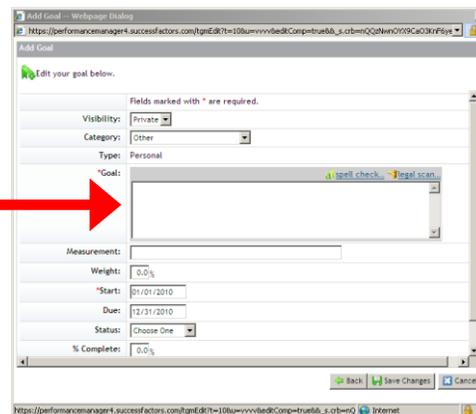
The screenshot shows the 'Add Goal' form in a web browser. The 'Visibility' dropdown menu is set to 'Private'. A red arrow points to this dropdown menu. Other fields include 'Category' (Private), 'Type' (Personal), 'Goal' (a text area with 'spell check...' and 'legal scan' buttons), 'Measurement' (empty), 'Weight' (0.0%), 'Start' (01/01/2010), 'Due' (12/31/2010), 'Status' (Choose One), and '% Complete' (0.0%).

6. Under Category make a selection from the drop-down menu. The choices are Quality, Customer / Patient Satisfaction, Employee Engagement, Financial Responsibility, and Other.



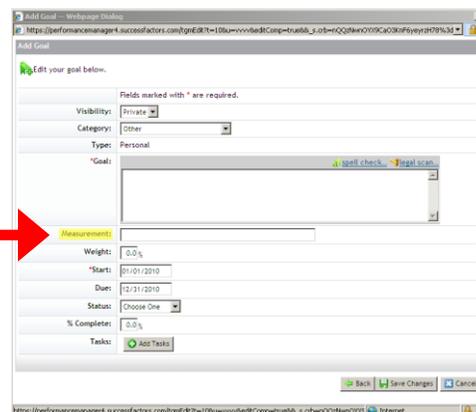
The screenshot shows the 'Add Goal' form with the 'Category' dropdown menu open. The 'Other' option is selected. A red arrow points to the 'Category' dropdown menu. Other fields are the same as in the previous screenshot.

7. Type the goal into the blank text box.



The screenshot shows the 'Add Goal' form with the 'Goal' text box highlighted. A red arrow points to this text box. Other fields are the same as in the previous screenshots.

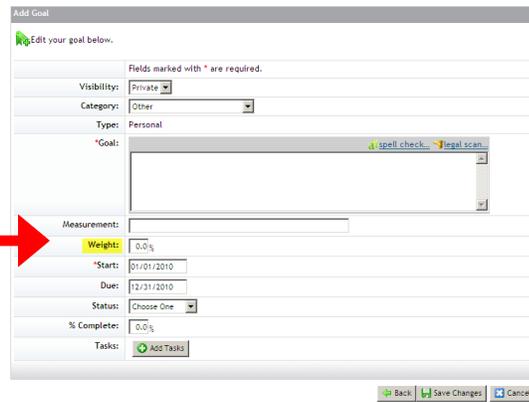
8. The Measurement field is optional, but may be used to record the method you will use to measure the goal. (This is an optional field.)



The screenshot shows the 'Add Goal' form with the 'Measurement' field highlighted. A red arrow points to this field. Other fields are the same as in the previous screenshots.

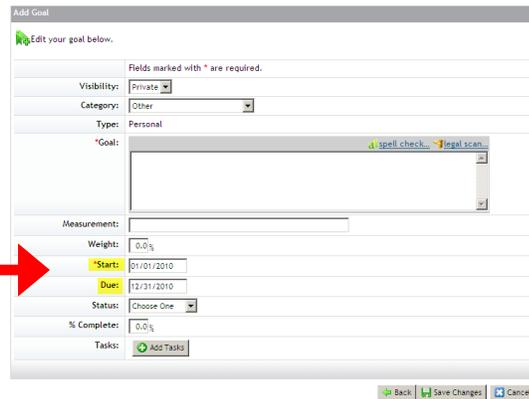
Creating a Goal (cont.):

9. The weight field determines how much value this goal will have (as a percentage) based on the other goals you input. The total weight of all goals should equal 100%. (This is an optional field.)



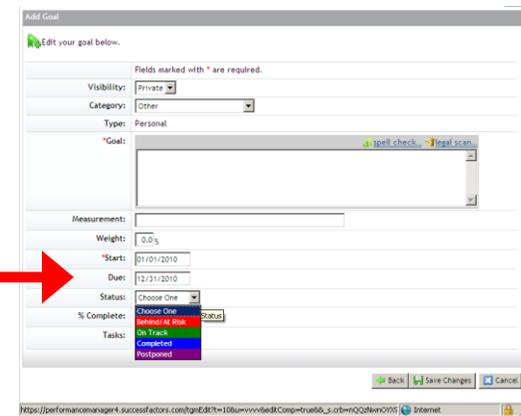
The screenshot shows the 'Add Goal' form with the following fields: Visibility (Private), Category (Other), Type (Personal), *Goal (spell check, legal scan), Measurement, Weight (0.0%), *Start (01/01/2010), Due (12/31/2010), Status (Choose One), % Complete (0.0%), and Tasks (Add Tasks). A red arrow points to the Weight field.

10. Input the Start Date which is the date you will begin measuring the goal. The due date field is optional.



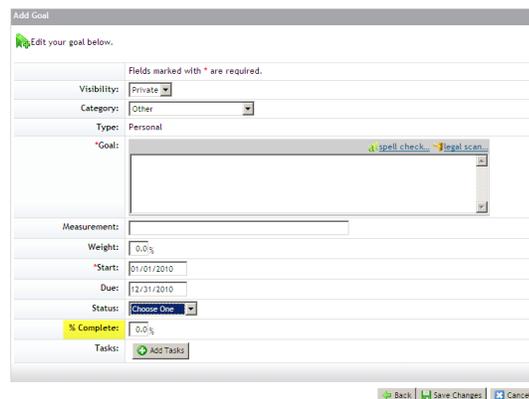
The screenshot shows the 'Add Goal' form with the following fields: Visibility (Private), Category (Other), Type (Personal), *Goal (spell check, legal scan), Measurement, Weight (0.0%), *Start (01/01/2010), Due (12/31/2010), Status (Choose One), % Complete (0.0%), and Tasks (Add Tasks). A red arrow points to the Start field.

11. Choose the drop-down menu to select the Status of the goal. The choices are Behind / At Risk, On Track, Completed, Postponed.



The screenshot shows the 'Add Goal' form with the Status dropdown menu open. The options are: On Track (green), Behind / At Risk (red), Completed (blue), and Postponed (purple). A red arrow points to the Status dropdown menu.

12. If applicable, you may input a percentage of completion for the goal in the % Complete field.



The screenshot shows the 'Add Goal' form with the following fields: Visibility (Private), Category (Other), Type (Personal), *Goal (spell check, legal scan), Measurement, Weight (0.0%), *Start (01/01/2010), Due (12/31/2010), Status (Choose One), % Complete (0.0%), and Tasks (Add Tasks). A red arrow points to the % Complete field.

Creating a Goal (cont.):

13. Clicking the Add Tasks button at the bottom will allow you to input specific information to track your progress in reaching your goal. (This step is optional; if you are not inputting a task, skip to step 15.)

The screenshot shows the 'Add Goal' form in a web browser. The form includes fields for Visibility (set to Private), Category (Other), Type (Personal), and Goal (with a search bar containing 'spell check' and 'legal scan'). Below these are Measurement, Weight (0.0%), Start (01/01/2010), Due (12/31/2010), Status (Choose One), and % Complete (0.0%). At the bottom, there is an 'Add Tasks' button highlighted with a red box and a red arrow pointing to it. The browser address bar shows a URL from successfactors.com.

14. After you click Add Task, a new row will appear. Fill in the requested information and click the green circle and plus sign to add it. If you wish to delete the task, select the red "X".

This screenshot shows the 'Add Goal' form after a task has been added. A new row is visible in the 'Tasks' section with columns for 'Status Update', 'Date' (MM/DD/YYYY), 'Comments', and 'Action'. The 'Action' column contains a green plus sign button, which is highlighted by a red arrow. A red 'X' button is also visible in the 'Action' column. The rest of the form fields are the same as in the previous screenshot.

15. Once you have finished inputting your goal, select "Save Changes" to save your goal and return to the Goals page.

The screenshot shows the 'Add Goal' form with the 'Learn to use Success Factors' goal text entered in the 'Goal' field. The 'Add Tasks' button is now visible. At the bottom right, the 'Save Changes' button is highlighted with a red box and a red arrow pointing to it. The browser address bar shows the same URL as the previous screenshots.