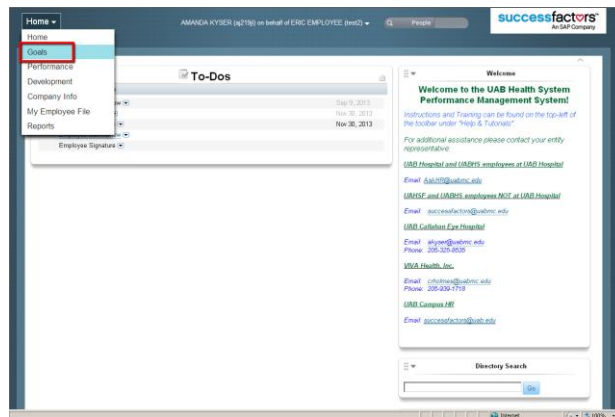
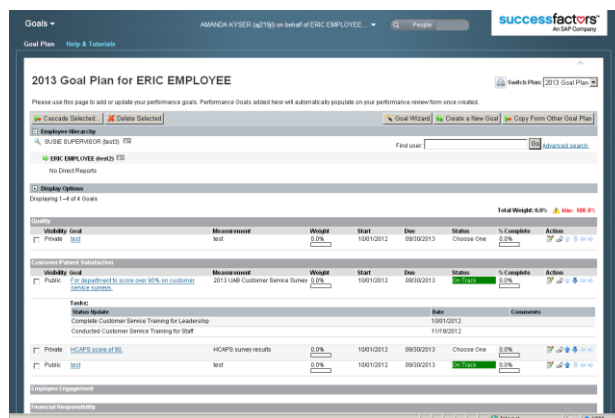


Creating a Goal:

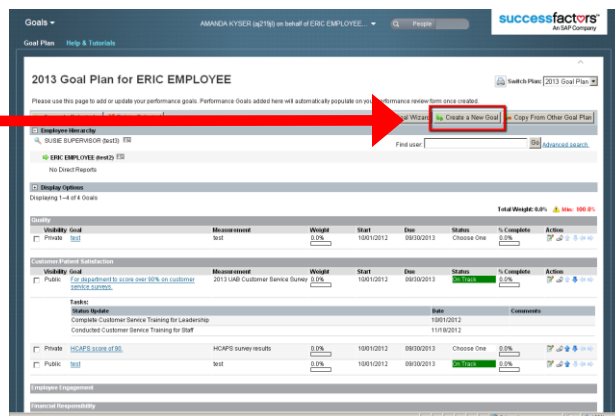
1. From the main page, click “Home” at the top. Select “Goals” from the drop down menu.



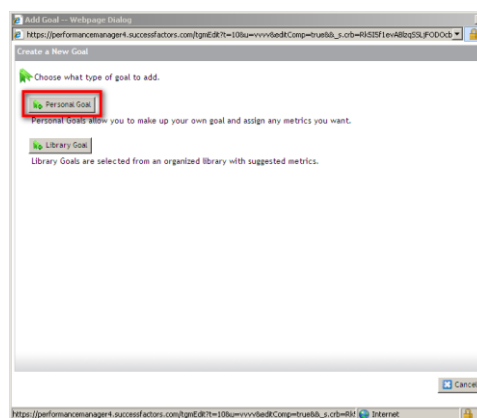
2. You will be directed to the Goal Plan page for the current year.



3. Select “Create a New Goal.”

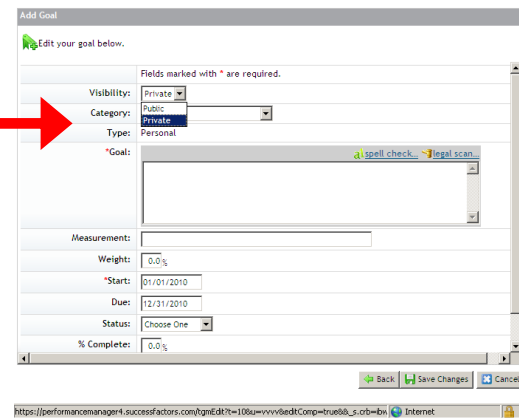


4. A new window will open. Select “Personal Goal.”



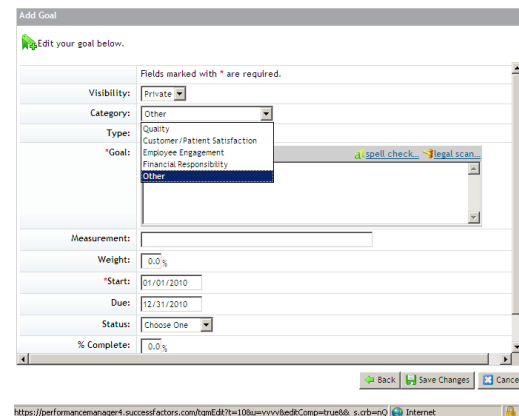
Creating a Goal (cont.):

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.).



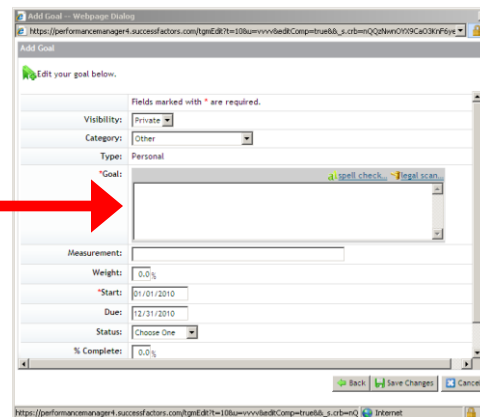
The screenshot shows the 'Add Goal' form with the following fields: Visibility (Private), Category (Other), Type (Personal), Goal (a text box with a spell check icon), Measurement (a text box), Weight (0.0%), Start (01/01/2010), Due (12/31/2010), Status (Choose One), and % Complete (0.0%). A red arrow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

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



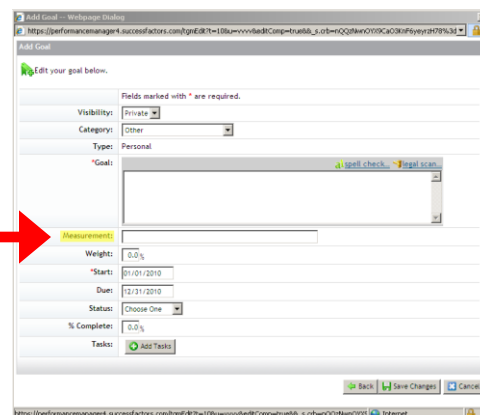
The screenshot shows the 'Add Goal' form with the following fields: Visibility (Private), Category (Other), Type (Personal), Goal (a text box with a spell check icon), Measurement (a text box), Weight (0.0%), Start (01/01/2010), Due (12/31/2010), Status (Choose One), and % Complete (0.0%). A red arrow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

7. Type the goal into the blank text box.



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

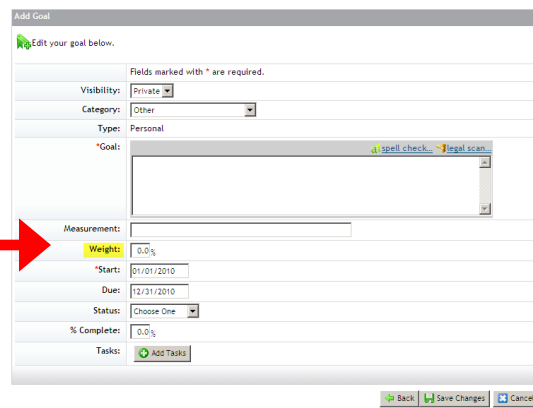
8. The Measurement field is optional, but may be used to record the method you will use to measure the goal. (This is an optional field.)



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

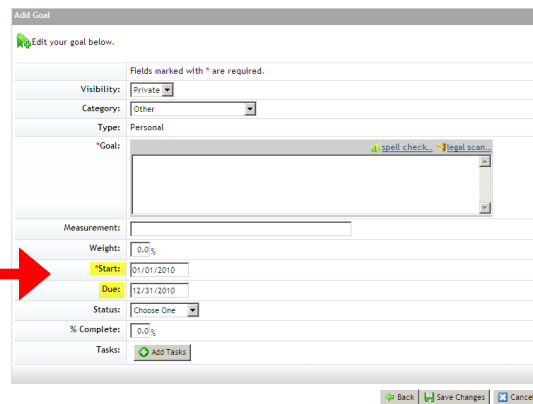
Creating a Goal (cont.):

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.)



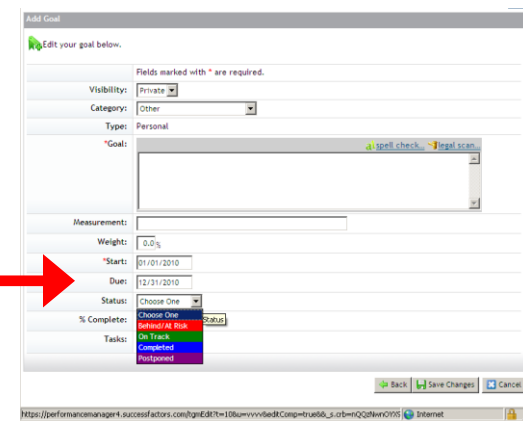
The screenshot shows the 'Add Goal' form in SuccessFactors. A red arrow points to the 'Weight' field, which is currently set to '0.0%'. Other fields visible include 'Visibility' (Private), 'Category' (Other), 'Type' (Personal), 'Goal' (a text area with 'spell check...' and 'legal scan...'), 'Measurement' (a text area), 'Start' (01/01/2010), 'Due' (12/31/2010), 'Status' (Choose One), and '% Complete' (0.0%). The 'Tasks' section has an 'Add Tasks' button. At the bottom are 'Back', 'Save Changes', and 'Cancel' buttons.

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



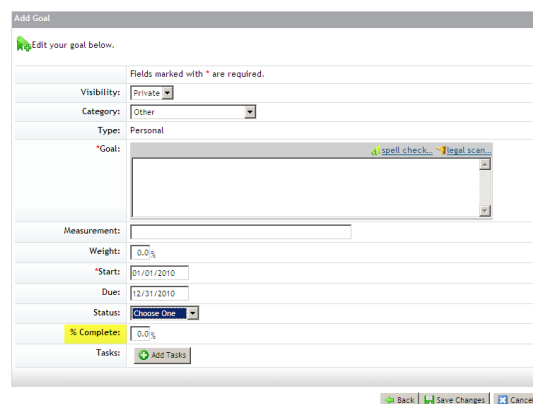
The screenshot shows the 'Add Goal' form. A red arrow points to the 'Start' field, which is currently set to '01/01/2010'. Other fields visible include 'Weight' (0.0%), 'Due' (12/31/2010), 'Status' (Choose One), and '% Complete' (0.0%). The 'Tasks' section has an 'Add Tasks' button. At the bottom are 'Back', 'Save Changes', and 'Cancel' buttons.

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. A red arrow points to the 'Status' field, which is currently set to 'Choose One'. A dropdown menu is open, showing the following options: 'Behind / At Risk', 'On Track', 'Completed', and 'Postponed'. Other fields visible include 'Weight' (0.0%), 'Start' (01/01/2010), 'Due' (12/31/2010), and '% Complete' (0.0%). The 'Tasks' section has an 'Add Tasks' button. At the bottom are 'Back', 'Save Changes', and 'Cancel' buttons.

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



The screenshot shows the 'Add Goal' form. A red arrow points to the '% Complete' field, which is currently set to '0.0%'. Other fields visible include 'Weight' (0.0%), 'Start' (01/01/2010), 'Due' (12/31/2010), and 'Status' (Choose One). The 'Tasks' section has an 'Add Tasks' button. At the bottom are 'Back', 'Save Changes', and 'Cancel' buttons.

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 the SuccessFactors interface. The form includes fields for Visibility (set to Private), Category (Other), Type (Personal), and a Goal description (Learn to use Success Factors). It also has sections for Measurements, Weight (0.0%), Start date (01/01/2010), Due date (12/31/2010), Status (Choose One), and % Complete (0.0%). At the bottom, there is a 'Tasks' section with an 'Add Tasks' button highlighted by a red box and a red arrow pointing to it.

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. The 'Tasks' section now contains a table with columns: Task, Status Update, Date, Comments, and Action. A new row has been added with a green circle and plus sign icon in the Action column, which is highlighted by a red box and a red arrow. The 'Add Tasks' button is also visible at the bottom left of the task section.

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 'Save Changes' button at the bottom right highlighted by a red box and a red arrow. The form contains the same information as the previous screenshots, including the goal description, dates, and the task row.