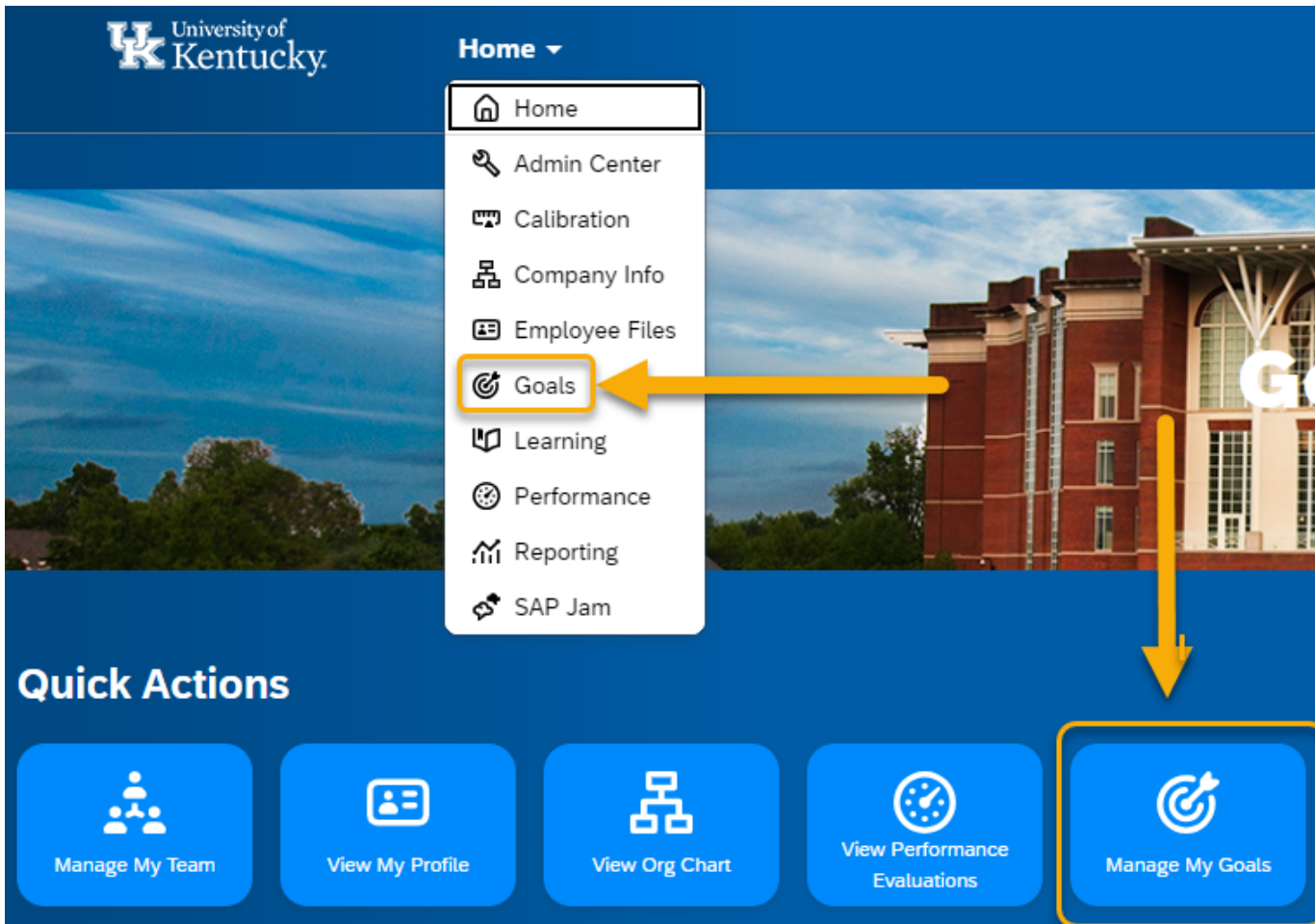
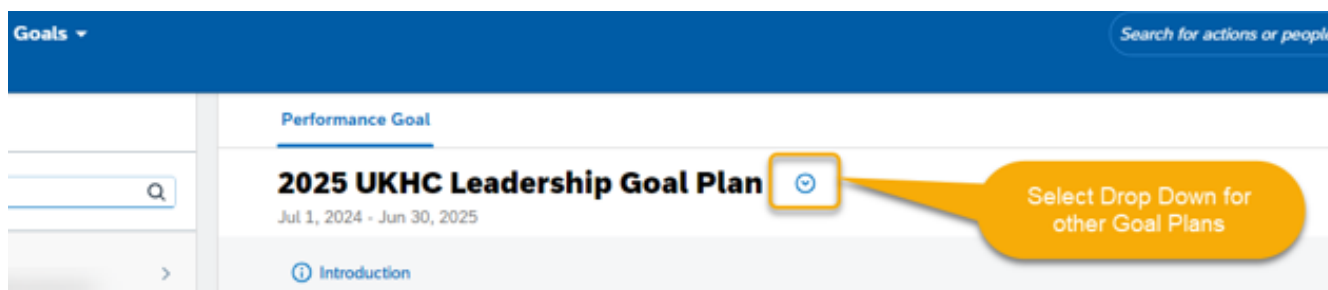


From the main SuccessFactors homepage, select 'Goals' from the drop down menu on the top left or the ' Manage My Goals' tile under Quick Actions:



From here, make sure you are in the correct goal plan. This example shows entering goals for 2025 Healthcare Leadership goal plan.



From here, select 'Create Goal' button at the top right, or click the 'Create Now' link in the middle of the screen.

Note: You will need to create three (3) Enterprise Goals and up to two (2) Individual Goals. Enterprise Goals will be provided by your department leadership.

Goals

Search for actions or people

5

Performance Goal

2025 UKHC Leadership Goal Plan

Jul 1, 2024 - Jun 30, 2025

Introduction

Please select up to three (3) Enterprise Goals from the Goal Library and up to two (2) Individual Goals to indicate your specific contributions to UKHC Goals.

Open or Minimize your team structure and direct reports.

No goals yet

Take a moment to create your first goal.

Create Now

Create Goal

Cascade Goal

Clicking Create Goal will take you to a new screen.


Click the option ' Create from Scratch'.

Always select ' Create from Scratch', for both Individual and Enterprise Goals.

The screenshot displays the 'Goal Creation Options' page within the University of Kentucky's system. At the top, a blue header bar contains the University of Kentucky logo and a 'Goals' dropdown menu. Below the header, a breadcrumb trail shows '2025 UKHC Leadership Goal Plan / Goal Creation Options'. The main heading is 'Goal Creation Options'. A personalized greeting 'Hi, First & Last Name' is displayed. The instruction 'Choose how you'd like to create a goal:' is followed by three selectable options, each in a rounded rectangular box:

- Create from Scratch**: Create a goal with a blank goal form. (Indicated by an orange arrow)
- Copy from Goal Plan**: Create goals based on your previous goal plan.
- Create from Library**: Choose goals from your goal library and add to your goal plan.

Add the Goal Name and choose the Type of Goal to Add.

 **Goals** ▼

2025 UKHC Leadership Goal Plan / Goal Creation Options / **Create from Scratch**

Create Performance Goal

Goal Name: *


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Goal Type:

Enterprise - Maximum 3 Goals ▼

Individual - Maximum 2 Goals

Enterprise - Maximum 3 Goals



 **Goals** ▼

2025 UKHC Leadership Goal Plan / Goal Creation Options / **Create from Scratch**

Create Performance Goal



Goal Name: *

Attend 10 Leadership focused conferences/workshops

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Goal Type:


Individual - Maximum 2 Goals ▼



Explain how you will measure this goal in the 'Metric' field.

The Dates, Weight, and Scoring Metrics selections should remain the defaults listed.

Change the 'Achievement' from default of all zeros to the metric specific achievement numbers.

Metric: * 

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Start:

Jul 1, 2024 

Due:

Jun 30, 2025 

Weight: *


20 %

Scoring Metrics: 






HC Leadership Rating Scale 

Achievement*	Rating	Description
0	1	Does Not Meet Goal
0	2	Threshold
0	3	Target
0	4	Max

Enter in the 'Metric' information in a way so the system understands how to score the goal. Using the information in the metric section, fill out the Achievement section accordingly:



Goals ▾



2025 UKHC Leadership Goal Plan / Goal Creation Options / Create from Scratch

Create Performance Goal

Metric: *

Attending 7 or fewer = 1
Attending at least 8 = 2
Attending at least 10 = 3
Attending 12 or more = 4

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Start:

Jul 1, 2024

Due:

Jun 30, 2025

Weight: *

20%

Scoring Metrics: ?



HC Leadership Rating Scale ▾






Achievement*	Rating	Description
7	1	Does Not Meet Goal
8	2	Threshold
10	3	Target
12	4	Max

Save

Once you are finished with the goal, click Save Changes to add the goal.

Edit existing Goals created by clicking the three dots ... on the Goal Tile. You can Edit, Delete Goal or Cascade Goal from this feature.

 **Goals** 

Search for actions or people     

Performance Goal

2025 UKHC Leadership Goal Plan Create Goal Cascade Goal 

Jul 1, 2024 - Jun 30, 2025

1 Goal

20 %
Weight (Total) Introduction Individual - Maximum 2 Goals

Attend 10 Leadership focused conferences/workshops
Due Date: Jun 30, 2025


 Edit Goal
 Delete Goal
 Cascade Goal

 Enterprise - Maximum 3 Goals

You have no goals under this category.

You can add progress updates throughout the year by selecting 'Add Row'. This will track the progress toward your goal with dates and details that will populate into the PE when it is launched.

Achievement*	Rating	Description
7	1	Does Not Meet Goal
8	2	Threshold
10	3	Target
12	4	Max

Final Result:



Rating:

Progress Updates: ?

Date	Update	Actions
No Data		



Probability of Success:



When the Goal is completed or the PE is launched enter the 'Final Result' from the 'Achievement' scale and the 'Rating' will auto fill from the 1-4 'Rating' scale. Always 'Save' changes or updates to the Goal by Clicking Save at the bottom of the screen.