Performance goals and development goals guide

Contents

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1.   Introduction

Performance goals and development goals are part of the performance cycle. The goals are registered, regularly discussed during progress meetings, modified if necessary, and discussed in more detail during annual consultations. Employees may ask for feedback about the goals and make records of this. The relationship between the parts of the performance cycle (and the related parts in SuccessFactors) is shown below:
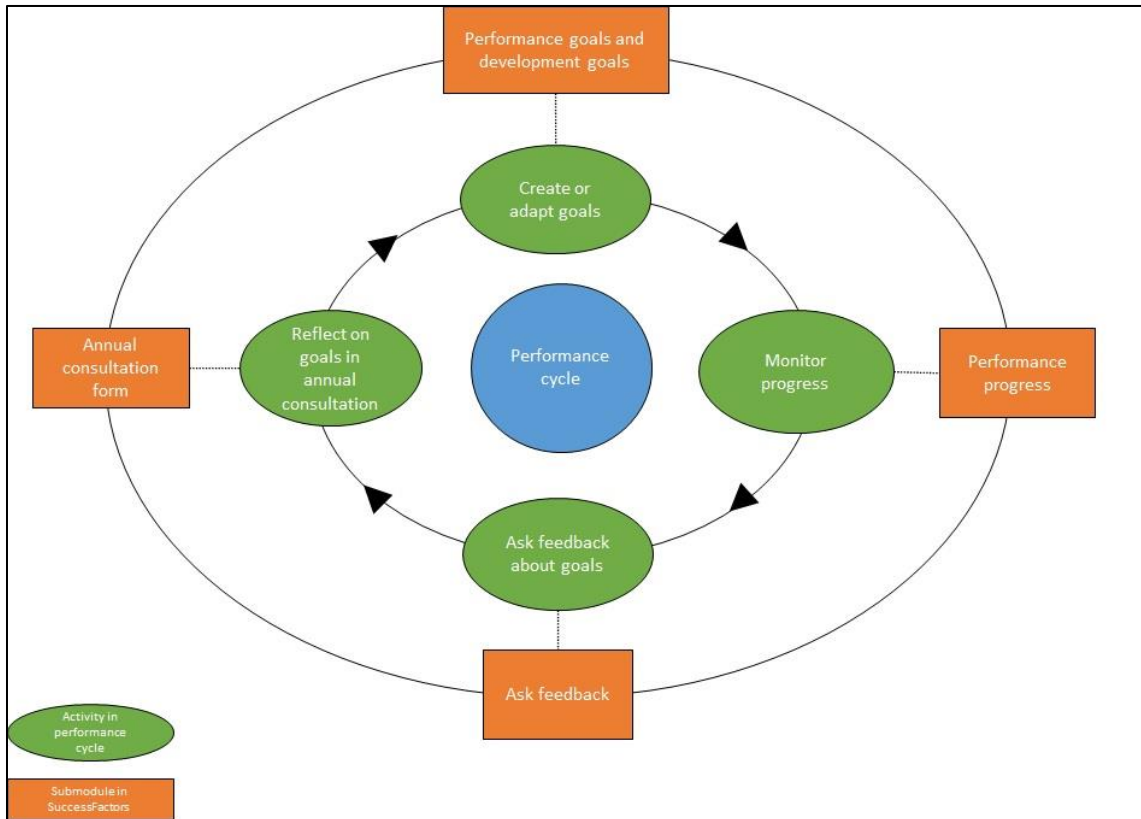
Performance goals are agreements between the employee and manager for the forthcoming period (usually one year); what goals will the employee be working on to achieve, what results are expected of them? It is important to describe performance goals as accurately as possible. When has the goal been achieved, is it measurable, when should it have been achieved?

Development goals are agreements between the employee and manager for a period that may extend beyond the forthcoming year. These agreements concern the employee's development progress and the activities they carry out in order to develop in a particular direction. Development goals, too, should be described as accurately as possible.

- The agreed goals are automatically visible on the annual consultation form. For more information, see the annual consultation form guide.
- Employees and their managers can create and change goals.
- The HR Advisor has an insight into the goals of employees.

## 2.   Launching performance goals and development goals

Use SuccessFactors to register and change your performance and development goals. There are various ways of accessing the home screen.

1. Via the Service Portal. You will find the Service Portal at VU.nl. Click on the figure in the top-right corner and go to the dashboard. You will find the Service Portal under 'Apps and pages'.
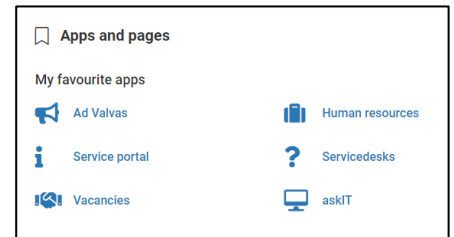
In the Service Portal, search under 'performance goals', 'development goals' or click on HRM and Annual consultation in the catalogue. You will now see tiles for 'Performance Goals' and 'Development Goals'. These pages have more detailed explanations and the Quick Reference Cards.

Select 'Performance Goals' or 'Development Goals' and then click on 'Take action now' in the top-right corner. You are now on the Performance Goals or Development Goals home screen.
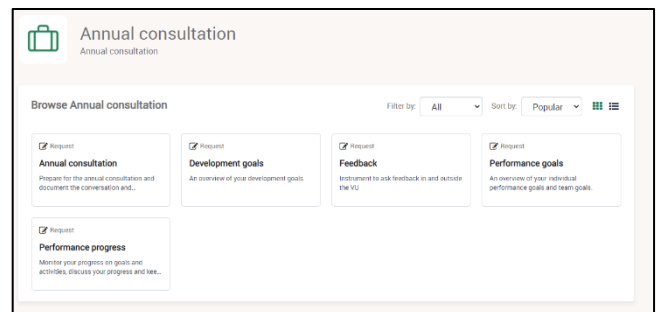
2. By following the route of the annual consultation on the annual consultation page for employees.

In the top-right corner of the annual consultation page, click on the 'Take action now' button. This takes you to the annual consultation tile in the Service Portal.

In the Service Portal, click on the 'Take action now' button. You are now in the 'Performance documents' home screen. Then select 'Performance Goals' or 'Development Goals' in the menu in the top-right corner. You are now on the Performance Goals or Development Goals home screen.
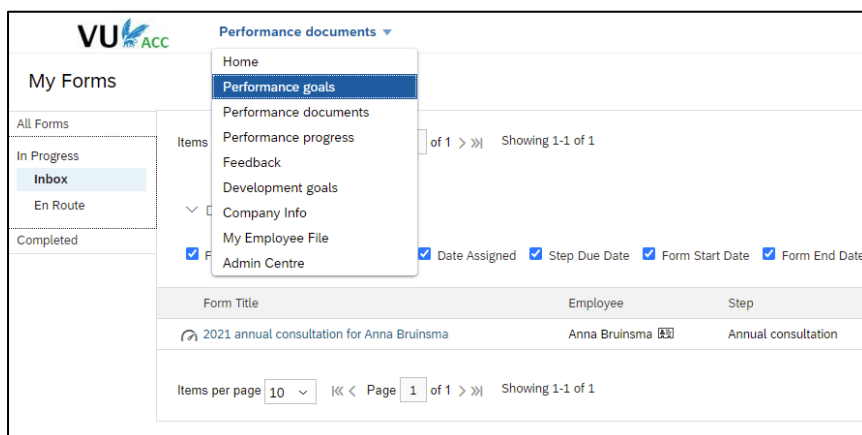
3.   Registering and modifying performance goals
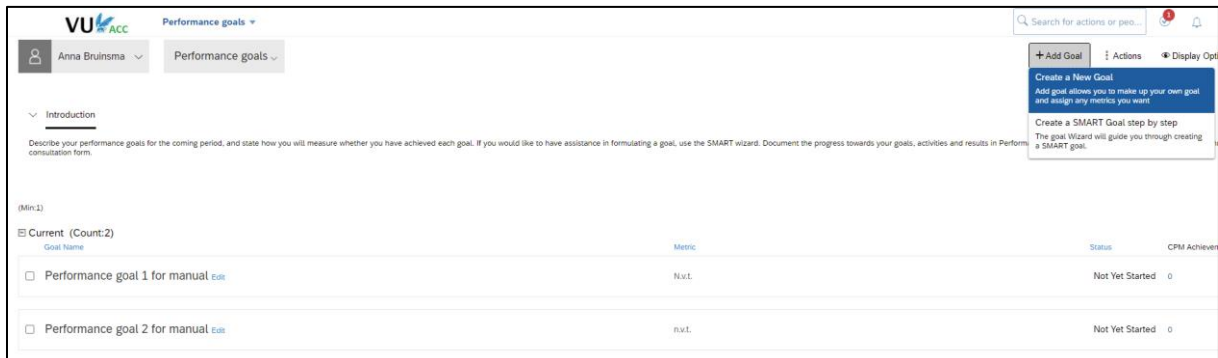
Click on 'Add goal' in the top-right corner of the Performance Goals home screen. Enter a description of your goal and how you will be measuring whether or not you have achieved it. Enter the start and expected end date, and the status. You will be able to amend this information at any time. Select 'Save changes' in order to register your goal.

If you need help with formulating your performance goal SMART, select the 'Goal wizard' in the top-right corner.

To change or modify a goal, click on 'Edit' on the home screen, alongside the goal title. You can now modify all the goal fields.

Other options:
- Click on the three dots near 'Action' (to the right of a goal) in order to delete a goal.
- You can archive a goal using 'Edit'; set the category to 'Archives'.

4.   Registering and modifying development goals

Click on 'Add goal' in the top-right corner of the Development Goals home screen. Enter a title and description of your goal. Enter the start and expected end date, and the status. You will be able to amend this information at any time. Select 'Save and close' in order to register your goal.

To change or modify a goal, click on 'Edit' on the home screen, alongside the goal title. You can now modify all the goal fields.

Click on the three dots near 'Action' (to the right of a goal) in order to delete a goal.