Department Goals – Navigation in OneSourceMe

- Enter Department Goals
- Cascade Department Goals
- Submit Department Goals
Entering Department Goals

Log into OneSourceMe, Click Home
Select Goals
Be sure that 2016-2017 Department Goals is selected here.

If your name is here, then you are viewing your own goal sheet. Any goals entered in this space will appear as one of your goals.

Note that once goals are entered on your goals sheet, only your manager can delete them.
Appraisers can view their employee’s goal sheet by clicking this down arrow. If you have been assigned as an appraiser but your employees are not showing up on this list, try searching by their name in the search box.
If you and your manager have finalized your goals, either of you may enter them. If the cascading option will be utilized, it is best for the manager at the highest level to enter and cascade goals, thus allowing for clear goal alignment.

If you are ready to enter a goal that will appear on your own goal sheet, start by clicking *Create a New Goal*. Be sure that your name is showing on the top left of the screen.
This dialog box will appear.

In the District Goals section, select a goal for alignment.
All fields with a * symbol are required

It is optional to insert milestones and comments
If a goal was entered on your goal sheet, it will appear as indicated below. These goals will also appear in the Department Goals section of Performance Appraisal documents.

If the goal will be cascaded to your direct report(s), check the box next to the goal number then click *Cascade*. 
Step 1 of the Cascade section will allow you to select the employee or employees who will receive the cascaded goal. If cascaded goals will be differentiated for each employee, then choose one employee at a time by selecting the box to the left of their name then click Next.
The original cascaded goal will appear in the Department Goal box. Use this page to adjust the goal for this employee if necessary then click Cascade. The goal will then be added to the employee’s Goal Sheet and also to their Performance Document.
If you are ready to enter department goals directly to your employee’s goal sheet, select their name from the drop-down box (or search for their names). Once the employee’s goal sheet is open, click *Create a New Goal* and follow the steps described in the previous section.

Alternatively, department goals may be entered directly onto the employee’s goal sheet by following these steps.

Be sure that you are entering the goal on your employee’s goal sheet (and not your own).
When you are finished entering department goals, you may review details by returning to your goal sheet or by viewing the goal sheet of your employees. In the *Action* field, select *View Goal Details* for more information.
This is the Goal Details page. To return to the previous page, Click Return to Goal.
If you are ready to submit goals to your employees, click *Home* then select *Performance*
Choose the employee’s form by selecting the appropriate document link.
Appraisers may make final adjustments to employee’s goals by selecting the *pencil icon* under the *Action* section.

If you are ready to submit the goal to your employee, select Submit Department Goal at the bottom of the document. The employee will receive an email notification informing them that the document is ready for review.
Some departments will find that they may not have final data to evaluate a goal by June 2017, when appraisals are due. In these situations, it may be necessary for the goals to carry over to the next appraisal year. The next slide provides an option for reflecting this in the performance document.
Incomplete Data for Goal Evaluation

• Keep in mind that every employee must receive a rating on a minimum of two department goals at the end of the current appraisal year.
• Any goals entered in the department goal section of the appraisal document will require a rating at the end of the appraisal year.
• Goals that will be carried over and rated at the next appraisal year should be entered in the “Goal-Setting Comments” section of the appraisal document and not entered in the Department Goals Section. Entering these goals in the comments section will allow the appraiser and employee to track the goal without having to enter a rating for 2016-2017.
Throughout the year, appraisers may access this report which is a list of department goals in their hierarchy by clicking Goals then Meeting Agenda.
Department Goals

The Execution Map is another resource that appraisers may access throughout the year.

- Improve campus safety, by reducing out of school suspensions by 50% at Campus...
- Improve campus safety, by reducing out of school suspensions by 50% South Region
- Improve campus safety, by reducing out of school suspensions by 50% Campus...
- Improve campus safety, by reducing out of school suspensions by 50% Campus...