DEPARTMENT GOALS WORKSHEET

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SECTION 1: DEPARTMENT GOALS - GUIDELINES

- Department Goals must be entered by all appraisers by **September 30th, 2016**.
- When developing Department Goals, it is helpful to consider which work is essential for departmental success in the current appraisal year.
- All Department Goals must follow the SMART format: Specific, Measurable, Achievable, Realistic, and Time-Related.
- A Department Goals Library is available in the OneSourceMe Performance and Goals system that may be helpful in Goal Development.
- A worksheet is also available to assist managers in the development of SMART Department Goals.
- Once Department Goals have been entered, the appraiser may cascade the goal down to his or her direct reports. The system will allow the goals to be adjusted for each employee.
- Appraisers also have the option of assigning Department Goals individually within each employee’s actual appraisal document.
- Department Goals will account for 30% of every employee’s final performance rating. It is essential to assign clear and measurable goals and communicate these goals at the beginning of the appraisal year.

SECTION 2: DEPARTMENT GOALS WORKSHEET – NAVIGATION GUIDE

1. From the OneSourceMe Home Page, Click Home, at the top, left corner of the screen then click Goals. Select 2016-2017 Department Goals.
2. If your appraiser has already cascaded goals down to you, then they will be visible on this screen. You have the option of either creating new goals or cascading goals that were sent to you by your appraiser.
3. To create a new goal, click Create a New Goal at the top, right corner of the screen.
4. Align the Department Goal to a District Goal by using the drop-down in the **District Goals** field.
5. Enter the Goal in the **Department Goal** field. (Required)
6. Enter the metric that will be used to determine completion in the **Metric** field. (Required)
7. Enter *Start Date* and *Due Date*. (Required)
8. Add *Milestones* and comments (both are optional) then click **Save Changes**.
9. To Cascade a goal to a direct report, click the **check box** [ ] at the left side of the Department Goal to be cascaded then click **Cascade** at the top, right corner of the screen.
10. **Select** the employee or employees that will receive the cascaded goal. Click **Next**.
11. The goal information may be adjusted for an employee or group of employees if desired.
12. Click **Cascade** at the bottom of the pop-up window.
13. In order for goals to become available to the employee, the appraiser must open each employee’s individual appraisal document and submit to the employee. Appraisers may also edit department goals from the appraisal document.
14. In order to open an employee’s appraisal document, click the down arrow at the top, left side of the screen and select **Performance**.
15. From the **Performance** screen, select the document to edit.

Support Materials, a printable Frequently Asked Questions (FAQ), and more can be downloaded at: [http://www.HoustonISD.org/NonTeacherAppraisals](http://www.HoustonISD.org/NonTeacherAppraisals)