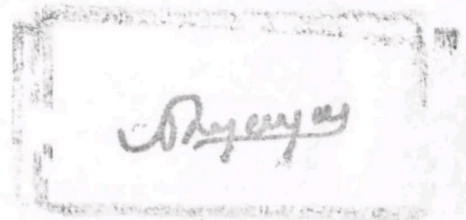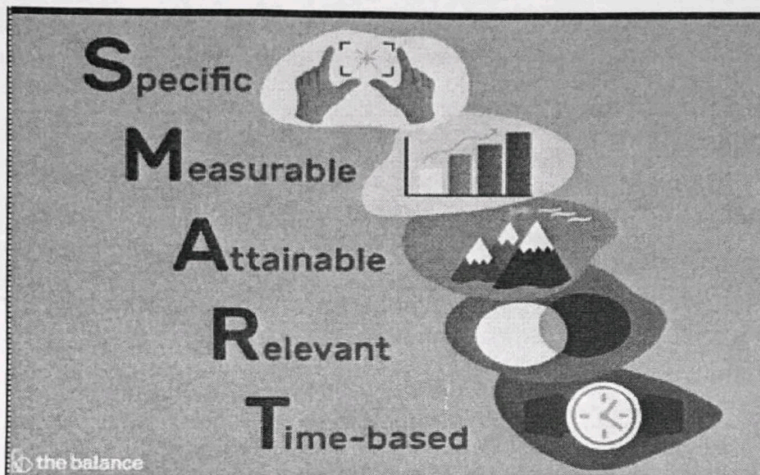# Goal Management User Manual
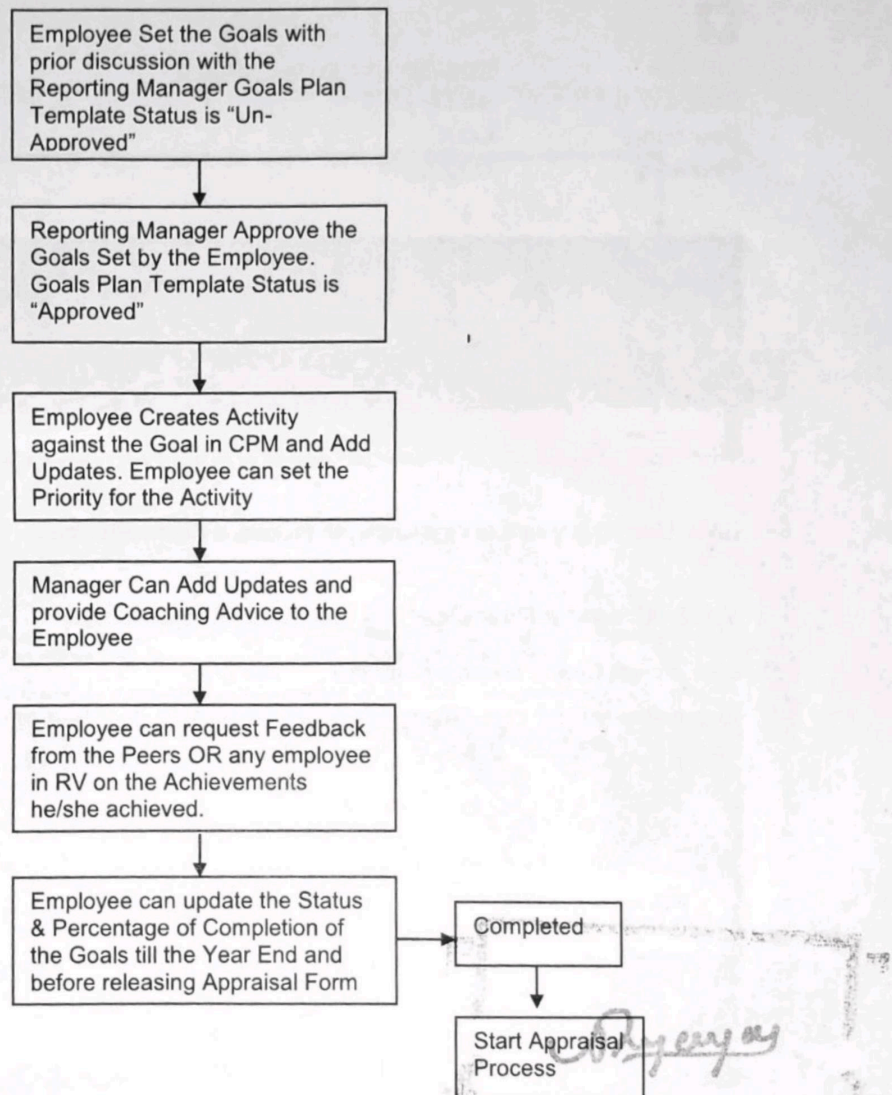

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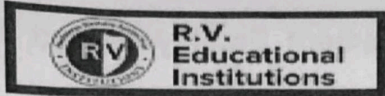## Goal Management Process Flow

Goal Management Flow Chart:

Below is a flow diagram that shows the Goal Setting Process in general.

```
┌──────────────────────────────┐
│ Employee Set the Goals with  │
│ prior discussion with the    │
│ Reporting Manager Goals Plan │
│ Template Status is "Un-      │
│ Approved"                    │
└──────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐
│ Reporting Manager Approve the│
│ Goals Set by the Employee.   │
│ Goals Plan Template Status is│
│ "Approved"                   │
└──────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐
│ Employee Creates Activity    │
│ against the Goal in CPM and Add│
│ Updates. Employee can set the│
│ Priority for the Activity    │
└──────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐
│ Manager Can Add Updates and  │
│ provide Coaching Advice to the│
│ Employee                     │
└──────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐
│ Employee can request Feedback│
│ from the Peers OR any employee│
│ in RV on the Achievements    │
│ he/she achieved.             │
└──────────────────────────────┘
              │
              ▼
┌──────────────────────────────┐        ┌──────────────┐
│ Employee can update the Status│──────▶ │ Completed    │
│ & Percentage of Completion of│        └──────────────┘
│ the Goals till the Year End and│              │
│ before releasing Appraisal Form│              ▼
└──────────────────────────────┘        ┌──────────────┐
                                         │ Start Appraisal│
                                         │ Process      │
                                         └──────────────┘
```

Create a New Goal

Choose what type of goal to add.

+ Personal Goal

Personal Goals allow you to make up your own goal and assign any metrics you want.

+ Library Goal

Library Goals are selected from an organized library with suggested metrics.

Expand "Library Goal" to select the Goal from Goal Library

Select Goal from the Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

> RVCP Goals

∨ RVDC Goals

☐ Annual plan for chosen domain (academic/research) (timeliness and adherence)	Plan vs actual time of submission and quality of submission
☑ Classroom time saving due to blended learning outputs (hours)	Number of hours saved
☐ Contribution to faculty development programs	number of initiatives
☐ Coverage of UG - PG students & Doctoral scholars	Number of students and scholars
☐ Coverage of faculty (percentage) in research projects & Collective Royalties received	Amount
☐ Coverage of identified thrust areas for research (Target Vs.. Actual)	Coverage of identified thrust areas for research (Target Vs.. Actual)

Cancel   Back   **Add Selected**

Select the Goal from the list of Goals mapped to your Institution and click on "Add Selected".

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Maximum weightage of each Goal is 40%

Minimum Number Of Goals are 3 and Maximum Number of Goals are 20
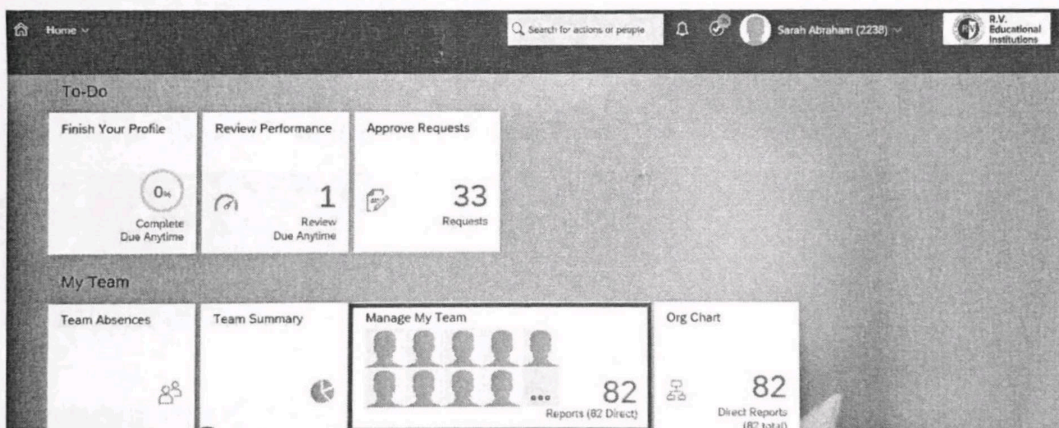
Select "Personal Goal" if you want to define your own Goal.

1.2   Manager Approve Goals

1.2.1. Manager Login with his/her User ID & Password and clicks on Goals Tab

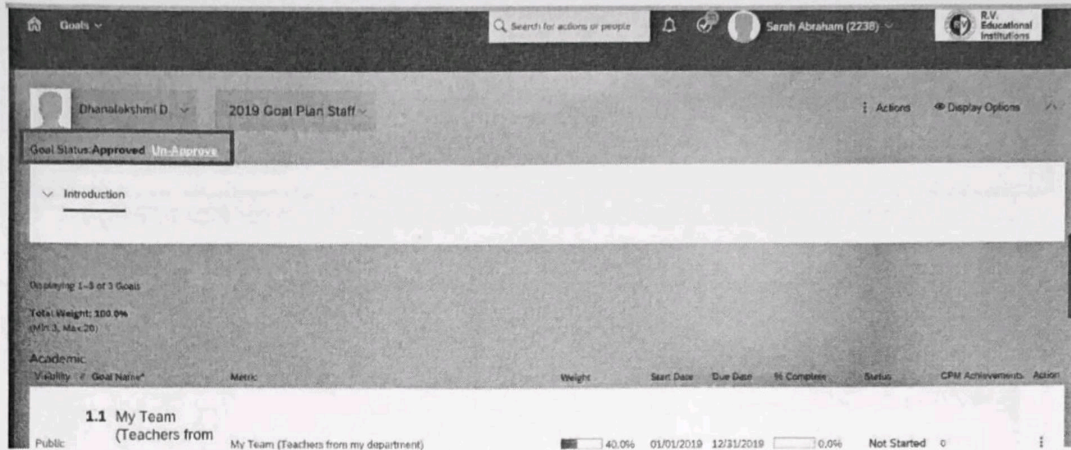|	
URL Link	https://hcm10preview.sapsf.com
Company Id	rashtreeyaT1
User Name	XXXX
Password	XXXXXXXX

1.2.2. Manage My Team

Manager clicks on "Manage My Team" to select the respective employee and click on "Take Action" tab
Select "Goal Plan"

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Managers can also Add, Delete and Edit Goals

Once Manager Approves the Goals of an employee the Goal Plan Template will be locked.

Two fields "% of Complete" and "Status" will be open even in the locked status so that employee can update till PMGM Admin launches Appraisal Form at the Year End.

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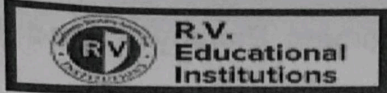
New Activity

*Activity Name

New Learning Methods

*Status

High Priority ∨

Goals

Performance Goal

Teaching strategy (Innovation methods) ∨

Save Cancel

Enter Activity Name, Status and Linked to the Goals the Activity it belongs.
Click on "Save" Tab.

Dhanalakshmi D

ACTIVITIES   ACHIEVEMENTS   FEEDBACK

< July 23, 2019 >   Capture Meeting

ACTIVITIES   + Add Activity
Please review your activities

New Learning Methods   High Priority ∨ ⋮

Add an update   ⚑

Employee can convey the Manager the importance of Activity by setting the Priorities under Status Tab.

2.1.3. Add an Update

Employee can Add an Update to the Activity

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Manager Add an Update

Dhanalakshmi D
Primary Teacher

G Hemalatha Venkatesh
Primary Teacher

Geetha P V
Primary Teacher

Girija R
Helper

Girijamma .
Helper

Gowri Gopinath
Librarian

Dhanalakshmi D
Primary Teacher

ACTIVITIES   ACHIEVEMENTS   FEEDBACK

< July 23, 2019 >   Capture Meeting

ACTIVITIES   + Add Activity
Please review Dhanalakshmi's activities

New Learning Methods   High Priority ∨ ⋮

Dhanalakshmi D
Conducting Online Classes
today

Sarah Abraham
Schedule in the Morning Hours
today

2.1.5. Manager Add Coaching

Dhanalakshmi D
Primary Teacher

G Hemalatha Venkatesh
Primary Teacher

Geetha P V
Primary Teacher

Girija R
Helper

Girijamma .
Helper

Gowri Gopinath
Librarian

Sarah Abraham
Schedule in the Morning Hours
today

Other Topics   + Add Topic
Add other topics to discuss during your next 1:1
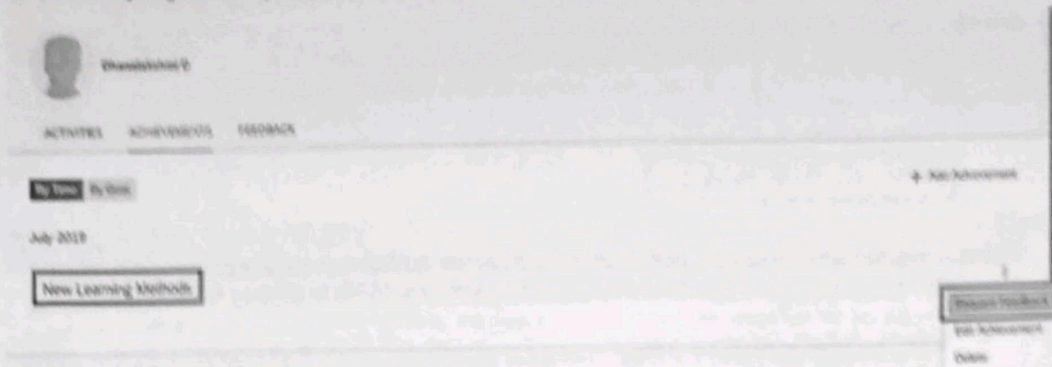
Please click "+ Add Topic" to add topics.

Coaching
Provide Feedback for Dhanalakshmi

One thing Dhanalakshmi did well:

One thing Dhanalakshmi needs to improve upon.

Manager can Advise Employee on the Update provided by the Employee against the Activity.

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2.1.7. Employee Request Feedback On Achievement

Employee can Request Feedback from Peers, Subordinates and Superiors OR anyone who works along with him/her from the Organization on the Achievement he/she created against to the Activity.

Request Feedback

ⓘ Once this request is responded to, only you will have access to the feedback message until you decide to make it visible to others

*From

*Message

Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?

Best regards,
Dhanalakshmi D

Send   Cancel

Enter Employee Numbers in the From Column and Enter

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Feedback Requests ✕

Dhanalakshmi D: Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what ... MORE

Provide Feedback | Decline

July 23, 2019

Click on Provide Feedback
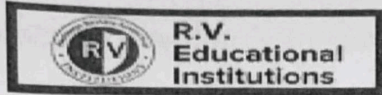
< **Provide Feedback** ✕

Dhanalakshmi D
Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?

Best regards,
Dhanalakshmi D

ⓘ The feedback you provide will be visible to Dhanalakshmi D

*Feedback

Nice Classes Helps Weaker Students

Cancel | Send

Enter Feedback and click on "Send" to send the Feedback to the Requestor

💡 Employee can also Decline the Feedback from the Original Requestor

Employee Screen

Dhanalakshmi D

ACTIVITIES   ACHIEVEMENTS   FEEDBACK

🗇 Request Feedback   🗒 View Feedback Requests   🗨 Give Feedback

July 2019

Sujatha C
Nice Classes Helps Weaker Students
July 23, 2019
🔗 Linked ☑ Visible to my manager   🗑 Delete

💡 Employee has option to delete the Feedback

💡 Employee has option to make Feedback visible to his/her Manager

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Feedback Requests   ×

Dhanalakshmi D: Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what ... MORE

July 23, 2019

[Provide Feedback] [Decline]

Click on Provide Feedback

‹   **Provide Feedback**   ×

Dhanalakshmi D
Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?

Best regards,
Dhanalakshmi D

i   The feedback you provide will be visible to Dhanalakshmi D

*Feedback

Nice Classes Helps Weaker Students

[Cancel] [Send]

Enter Feedback and click on "Send" to send the Feedback to the Requestor

💡 Employee can also Decline the Feedback from the Original Requestor

Employee Screen

Dhanalakshmi D

ACTIVITIES   ACHIEVEMENTS   FEEDBACK

🗘 Request Feedback   🗐 View Feedback Requests   🗐 Give Feedback

July 2019

Sujatha C
Nice Classes Helps Weaker Students
July 23, 2019
🔗 Linked   [✓ Visible to my manager]   🗑 Delete

💡 Employee has option to delete the Feedback

💡 Employee has option to make Feedback visible to his/her Manager

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Sumamry & Instruction

Section 1: Appraisal cycle

PRiSM/Appraisal cycle consists of following phases

Phase 1: Goal setting by the employee
Phase 2: Goal approval by Manager
Phase 3: Continious performance management
Phase 4: Self appraisal
Phase 5: Manager/Reviewer appraisal

The document give details of Goal setting for Hols, Dean and other designations.

Goal are of 2 category, mandatory goal and variable goals. Section 2 gives mandatory goals and section 3 gives variable goals. Each goal will have a weightage. Total weightage of all goals has to be 100. Weightage for mandatory goals is already defined in the section 2, weightage for variable goal can be seleted as per the relevance. Note: For variable goals, it is preferable to keep minimum weightage of 10% for each goal

Section 2: Mandatory Goals

Section 3: Variable goals (Applicable for Hols only)

Section 4: Instruction for goal setting
Instruction for goal setting
Goals are to be created under the Personal Goal option (copy from the section 2 to create the same)
Note: 1. Manual for Goal setting also attached for your reference
2. Once Goals are set kindly inform the HR Team, to take it further