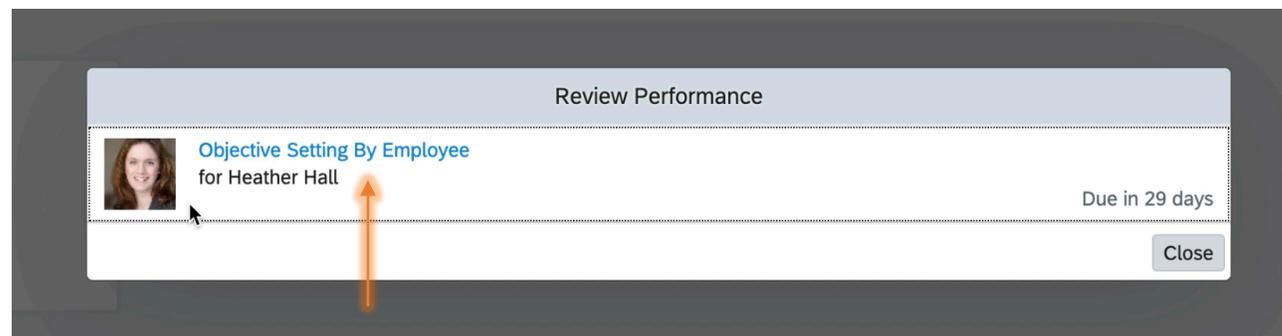


Go to your SuccessFactors homepage and click on the **To-Do** file.



Select **Objective Setting by Employee**.



Scroll down to see your Objectives or click on **Objectives** to jump to that section.



Click on **Add Objective** to enter a new objective.



Select **Personal Objective** to write a new objective or select **Library Objective** to browse from a list.



**Objectives** + Add Objective

Use this section to evaluate each business objective established for this review period. For each goal, describe performance expectations, how results were measured, and the results that were achieved, using the comment area.

---

Financial  
**Develop and implement new staffing plan for investor inquiries mailbox.** 25.0% of total score  
Investor inquiries mailbox response time decreases to one business day. Not Started

**Achievements**    **Objective Details**

There are no Achievements.

Cancel    Save and Close    Confirm Objectives

Any Objectives cascaded to you will be listed below.

**Create a New Objective**

Choose what type of objective to add.

- + **Personal Objective**  
Personal Objectives allow you to make up your own objective and assign any metrics you want.
- + **Library Objective**  
Library Objectives are selected from an organized library with suggested metrics.

Cancel

**Add Objective**

Edit your objective below.

Fields marked with \* are required.

Category: Financial

Type: Personal

\* Objective:   
spell check... legal scan...

\* What does Success look like?:   
spell check... legal scan...

\* Weight:  %

Cancel    Back    Save Changes

**Select Objective from the Library**

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

- Administration
- Corporate Services
- Customer Service
- Finance & Accounting
- HR
- IT
- Management
- Manufacturing
- Marketing
- Sales

Cancel    Back    Add Selected

Enter details for the objective or revise the details from the library.



- 1) Choose a category for the objective
- 2) Edit the objective description- *what is your goal?*
- 3) Define success- *how will you know you have accomplished this objective?*
- 4) Add a weight for the goal. The total weights of your objectives should add up to 100%, with more important objectives receiving a bigger weighting.
- 5) Enter a start and due date. The defaults will be auto-populated.
- 6) Enter a status.
- 7) Save Changes.

Add Objective

Edit your objective below.

Fields marked with \* are required.

Category:  1

Type: Personal

\* Objective:  2

\* What does Success look like?:  3

\* Weight:  % 4

\* Start Date:  5

\* Due Date:  6

Status:  7

Make sure your goals are **SMART!**



S	M	A	R	T
<b>Specific</b>	<b>Measurable</b>	<b>Attainable</b>	<b>Relevant</b>	<b>Time-Bound</b>
Describe the result in a detailed and well-defined way.	Develop some quantifiable ways to track the objective.	Ensure the objective is possible, but still challenging.	Select objectives that closely align to strategic priorities.	Decide on a deadline and check-in points.

Edit an objective by clicking on the pencil icon.



Once you have 3-5 objectives, click **Confirm Objectives** to send the form to your manager for review.



Add any additional comments for your manager and click **Confirm Objectives**.

Save and Close to come back to the form later.