

Question	Answer
How many objectives should I have?	We recommend creating 3-5 objectives at the beginning of the year. You can always add more, but it is best to keep the total number under 10.
How often should I update the objectives?	Update the status of your objectives at least quarterly, and make sure to have a conversation with your manager about your updates. Your manager can also see edits you have made through the Objectives screen in SuccessFactors. To add, edit, or remove objectives, discuss with your managers first.
Where can I see examples of SMART goals?	Go to SuccessFactors → Objective → Add New Objective → Library Objectives. SMART objectives are organized by category and ready to be added to your form!
What happens if my manager doesn't give me any objectives?	Your manager may not cascade any goals to you, but you can still develop your own objectives and propose them to your manager. If your manager is not open to this discussion, ask your People Partner to meet to facilitate the conversation.
What should I do if I have been assigned an Objective that I think is impossible to complete?	First, review the objective carefully and identify which parts seem unrealistic. Is the timeline rushed, or is the scope of the project too broad? Would you need more resources to accomplish the goal? Talk to your manager about your specific concerns to help them understand the road to accomplishing this objective.
What if I receive an objective that I cannot complete until someone achieves their objective? How can I make sure they get it done so I can accomplish my objective?	Bring this dependency to your manager's attention to ensure they are aware. We encourage you to coordinate your project with all involved parties so that everyone can plan their efforts accordingly. Remember- objectives are updated quarterly! If the scope or status or your objective changes, you will have a chance to discuss with your manager.
How do my objectives affect my bonus payout?	80% your rating is objectives, 20% is Guiding Principles. The final bonus is contingent on rating, active status and company performance
Does objective setting apply to everyone?	Hourly plant ops and sales roles may not have objectives outside of their role description; ask your manager for your specific requirements.

Create **SMART Objectives** to set yourself up for successful quarterly and annual reviews!

S**Specific**

Describe the result in a detailed and well-defined way.

M**Measurable**

Develop some quantifiable ways to track the objective.

A**Attainable**

Ensure the objective is possible, but still challenging.

R**Relevant**

Select objectives that closely align to strategic priorities.

T**Time-Bound**

Decide on a deadline and check-in points.

See examples on the next page





unclear

"Improve budget forecasting."



Add a metric



Budget forecasting is accurate to 5%

"Regularly review project forecast."



Add frequency



Conduct **quarterly** review of project forecast.

"Be a team player."



Define success



Help onboard new teammates **by checking in with them weekly during their first 90 days.**

"Inventory management"



Complete the statement



Establish inventory management procedure and **implement** with team **by June 2021.**



clear



Keep in mind your short-term and long-term career goals.



Consider your manager's perspective when reading your objectives.

A few more tips to help you on your way:

3-5

Create 3-5
objectives

Ideally, you should have
no more than 10
objectives for the year.
Remember, these are
goals, not tasks.

Dec 31

The default
deadline for
objectives is
December 31st.

If your objective has a
different deadline, make
sure to set a new due
date!

It's about you, too!

Prepare for your 1:1
with your manager
and share your
questions and
suggestions openly!

Own it!

Objectives should
reflect **your**
contribution to the
greater goal.

Objectives
to avoid



"My department will have 0 HIPAA violations."
Following federal regulations is a minimum, not a goal. A better objective would be to implement processes or undertake projects to improve security or privacy.

"My business unit will hit the revenue goal of \$X."
*Unless you're the head of the business unit, this isn't the right goal for you! The objective should **be your objective** and **your goal**, not the department's.*