

Tap **Log in with QR Code** and scan code



Tap on **Review Performance**



Select a teammate from the **To Do** list



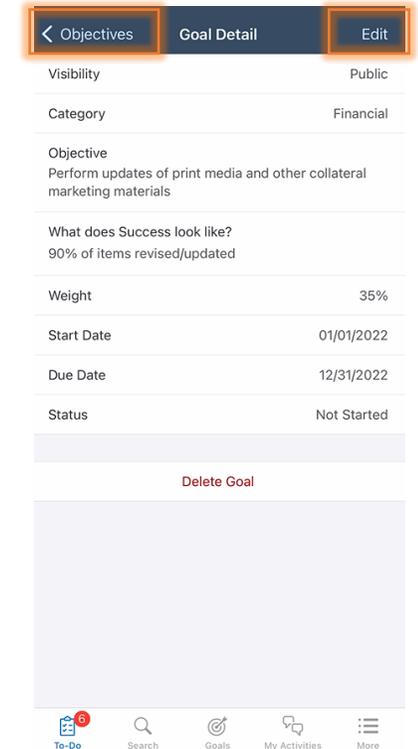
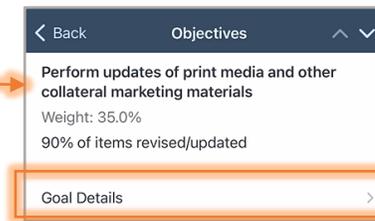
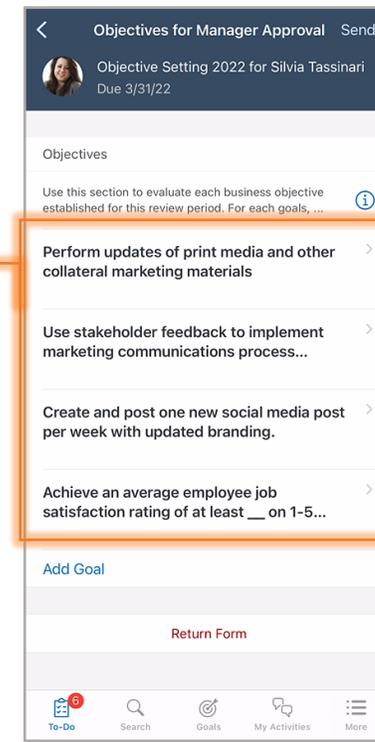
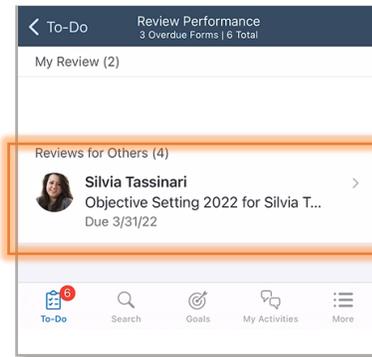
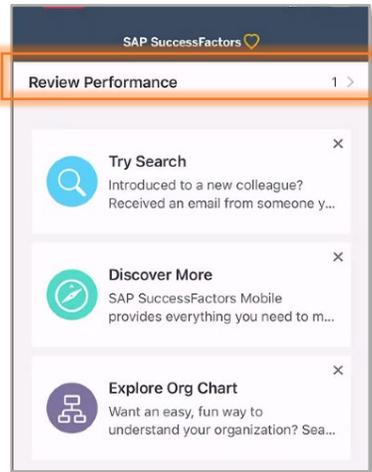
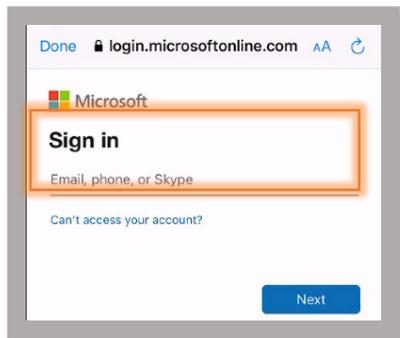
To review, tap on each objective *then* tap **Goal Details**



Tap **Edit** to revise *or* **Objectives** to return to list



Use your Microsoft (SSO) login



Tap **Add Goal** to create a new objective



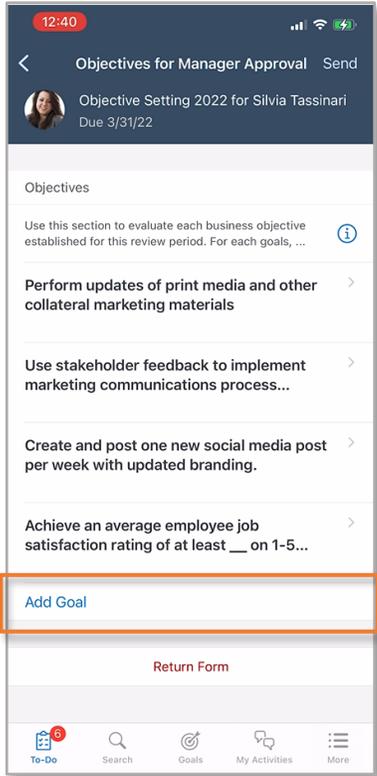
When adding a **NEW objective**, enter details and Tap **Done**



Remember to set **SMART** goals!

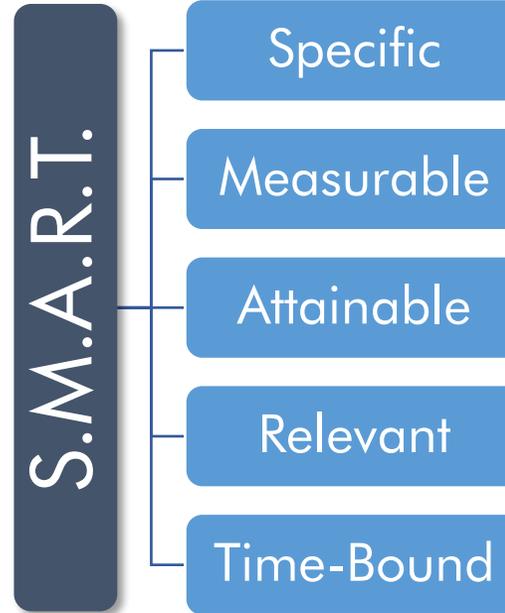


When everything is ready, tap **Send** to approve *then* **Send** again with the pop-up



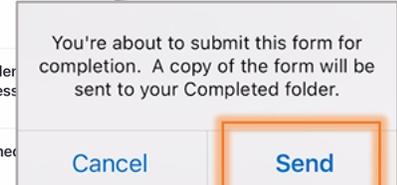
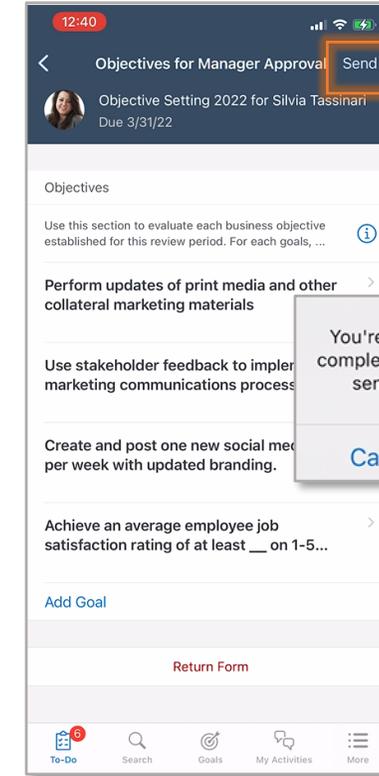
	Cancel	New Goal	Done
Visibility		Public	
1		Category (Required)	Financial >
2		Objective (Required)	
3		What does Success look like? (Required)	
4		Weight (Required)	0%
5		Start Date (Required)	01/01/2022
6		Due Date (Required)	12/31/2022
		Status	Not Started >

- 1) Choose a category
- 2) Write the SMART objective
- 3) Define success
- 4) Add a weight for the goal. (combined must add up to 100%)
- 5) Enter a start and due date.
- 6) Enter a status.



Examples:

- Help onboard new teammates by **checking in** with them weekly during their first 90 days.
- **Establish** inventory management procedure and **implement** with team by **June 2021**.



Look for the "Submitted" alert to let you know you are done!

