UR Engaged
How to Enter a Goal

1. Log into [UR Talent Web.](#)

2. From the Navigation Menu ☰ , select **UR Engaged,** then **Goals & Competencies.**

3. Select the blue **Create button.**

4. **Title**: Enter title of goal.

5. **Description**: Enter goal description.
   a. If you need assistance with creating a SMART goal, select the **Wizard** button at the top of the screen or refer to our SMART Goal Guide that can be found [here](#).

6. **Start Date**: Do **NOT** change.

7. **Due Date**: Do **NOT** change.

8. **Tasks:** Select *Add Task* to assign individual tasks. (**Optional**)

9. **Attachments:** Select *Choose File* to add PDF attachments. (**Optional**)

10. **Assignment**: Defaults to Yourself
    a. **Managers/Supervisors –** To assign this goal to an employee, highlight the radio button next to their name.

11. Select the **Submit** button.