UR Engaged

Entering a Goal

1. Log into UR Talent Web.
2. Select **UR Engaged** from the Home page.
3. Select **Create** next to Goals and Competencies.
4. **Title**: Enter title of goal.
   a. If you need assistance with creating a SMART goal, select **Wizard** to the right of Create Goals and Competences or refer to our SMART Goal Guide that can be found here.
5. **Description**: Enter description of goal.
6. **Start Date**: Do **NOT** change.
7. **Due Date**: Do **NOT** change.
8. **Tasks:** Select Add Task to assign individual tasks to your goal. (**Optional**)
9. **Attachments:** Select Choose File to add PDF attachments to goal. (**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 Submit.