How to Set Goals in UR Talent Web

1. Log in to UR Talent Web. Click on the menu button (≡) in the top right corner.

2. Click **Performance**. In the drop-down menu, select **Goals**.
3. To create a goal, select **Create**.

4. You can enter your S.M.A.R.T. goal manually, or you can choose the **Wizard**, which will take you through the goal-setting process step-by-step.

If you would like step-by-step help, first choose Wizard.
Then follow the steps as shown.
If you are not using the Wizard, add a **Goal Title**, **Goal Statement**, and **Due Date**.

You can also **Add Tasks** and add **Attachments** to the goal.
If you add a task, you must include a **Start Date**, **Due Date**, and **Weight** (a percentage of the entire goal. The weights of all tasks in one goal must total 100.)

5. When you have completed the goal, select **Submit**. The goal will be sent to your manager for approval.

6. As a manager, you will see a list of your subordinates’ goals.
MY PROFILE

As a supervisor, you can assign goals by selecting **View Team** on any page under your profile.

When you select your employee's profile, you can **Create Goals**, **Assign Training**, **View All Goals**, and **View All Feedback Requests**.