

The following instructions will guide managers through the process of using the Goal Library in the performance management process in Talent@System Office. The Goal Library allows managers to have goals added to a permanent repository in the performance management system for use in later cycles.

Adding a Goal to the Library

Adding goals to the Goal Library must be done by a system administrator. To add a goal to Talent@System Office, send the goal title and description to SystemER@northcarolina.edu. Here are a few considerations for adding goals to the Library:

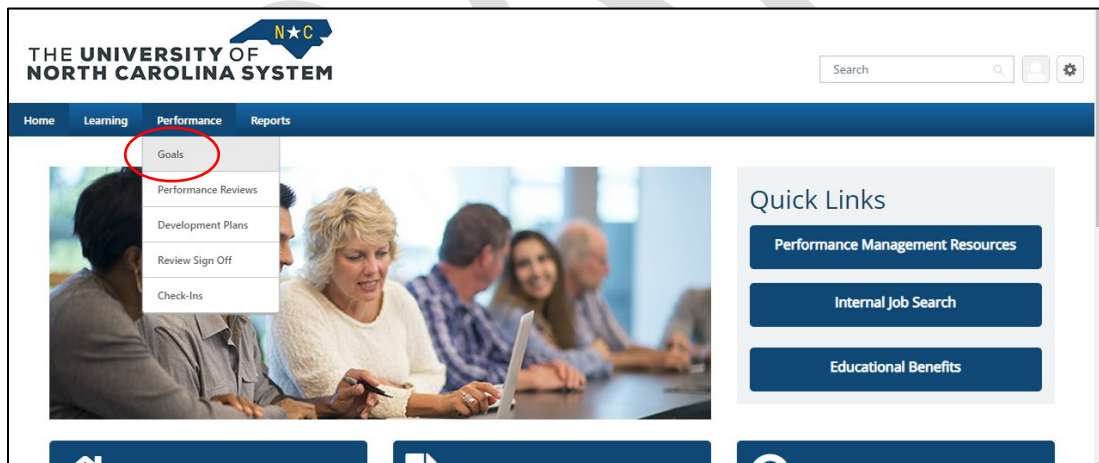
- Add goals that will be used for multiple people over several years.
- Goals can be used within the same division but not by different divisions. A goal added for use by Academic Affairs cannot be used by Finance.
- Consider adding a goal to the Library if it is used on alternate years, since goals can only be advanced to the next cycle.

Using a Goal from the Library: Navigate to Talent@System Office633

Go to Talent@System Office via the MyApps page or this direct link:

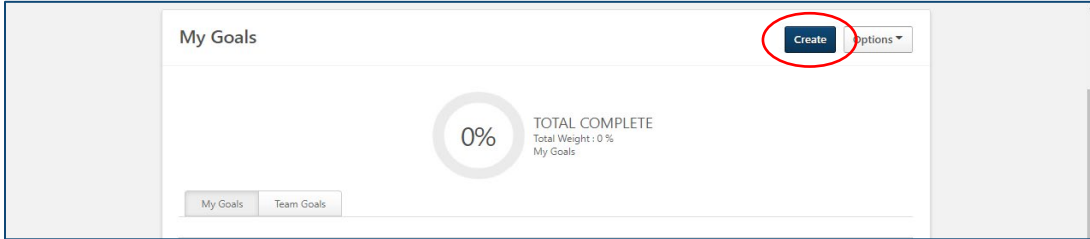
<https://northcarolina.csod.com/samldefault.aspx?oid=1>. You will need to log in with your System Office ID and password and complete two-factor authentication with Duo.

From the Talent@System Office home page, hover over *Performance* and click on *Goals* in the drop-down menu.

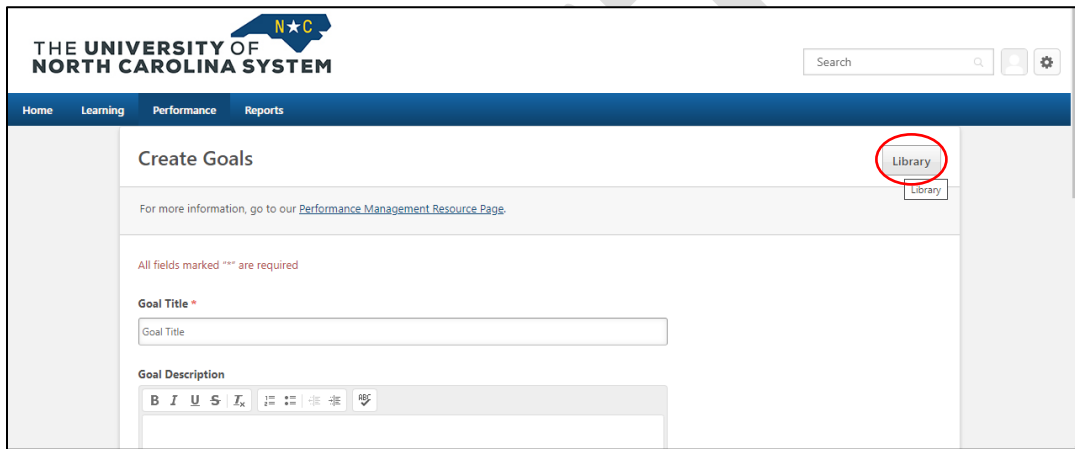


Select a Goal from the Library

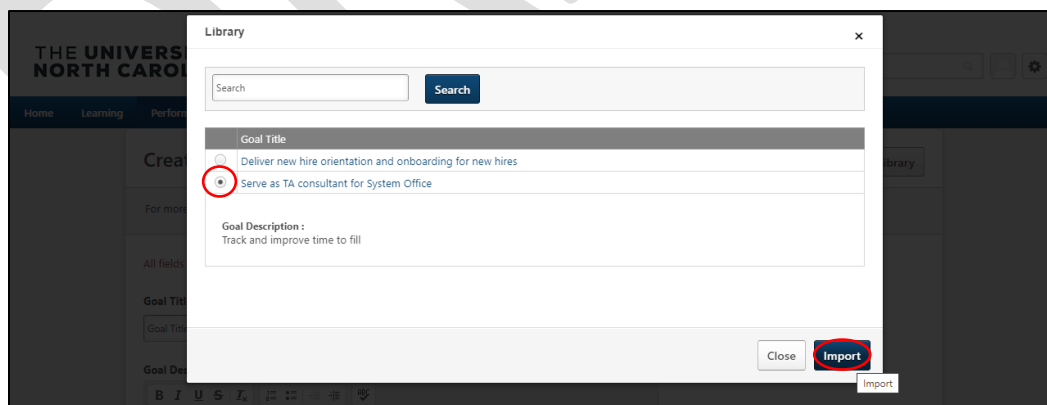
You will be on the My Goals page. Click *Create* in the upper right corner.



On the Create Goals page, click *Library* in the upper right corner.



A pop-up box will appear with all goals in the Library assigned to your division. Click the radio button next to the goal(s) you wish to assign to an employee. The goal description will appear beneath the goal title. Click *Import*.



Modify the Goal and Confirm Dates

The information will be imported into the Create Goals screen. From there, you can make any needed edits. You can also confirm the start and end dates for the performance cycle.



Goal Title *
 Serve as TA consultant for System Office

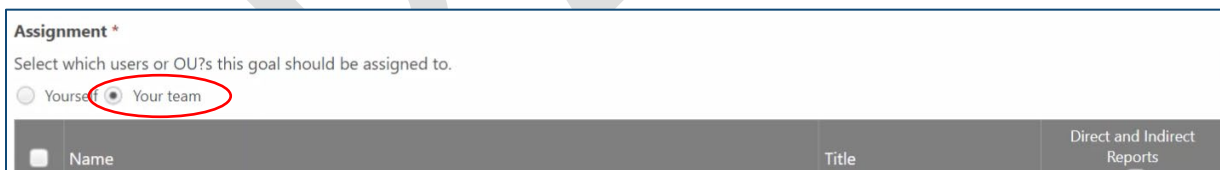
Goal Description
 Track and improve time to fill

Start Date 7/6/2023 **Due Date *** 12/31/2023

Assign the Goal and Submit

NOTE: You must assign the goal to one or more specific team members, or it will be assigned to you by default.

Under Assignment, select the *Your team* radio button, and select the name of the employee(s) who should be assigned the goal for the new performance cycle. Goals can be individually assigned to more than one team member, or you can assign one goal to be shared between multiple team members.



Assignment *
 Select which users or OU?s this goal should be assigned to.





Yourself Your team

Name	Title	Direct and Indirect Reports

Your direct reports will appear below the radio button. Check the box to the left of the name of the employee(s) who should be assigned the goal for the new performance cycle. Goals can be individually assigned to more than one team member, or you can assign one goal to be shared between multiple team members.

Assignment *
Select which users or OU's this goal should be assigned to.

Yourself Your team

<input type="checkbox"/>	Name	Title	Direct and Indirect Reports
<input type="checkbox"/>	 [Redacted]	UNCSCO-Director	<input type="checkbox"/>
<input type="checkbox"/>	 [Redacted]	UNCSCO-Human Resources Specialist	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 [Redacted]	UNCSCO-Human Resources Consultant	<input type="checkbox"/>
<input type="checkbox"/>	 [Redacted]	UNCSCO-Human Resources Consultant	<input type="checkbox"/>

Options

Create a separate goal for each user.
 All users will share this goal and its progress.

Click Submit in the lower right corner to add the goal to the employee performance plan.

Assignment *
Select which users or OU's this goal should be assigned to.

Yourself Your team

Cancel Save as Draft **Submit**