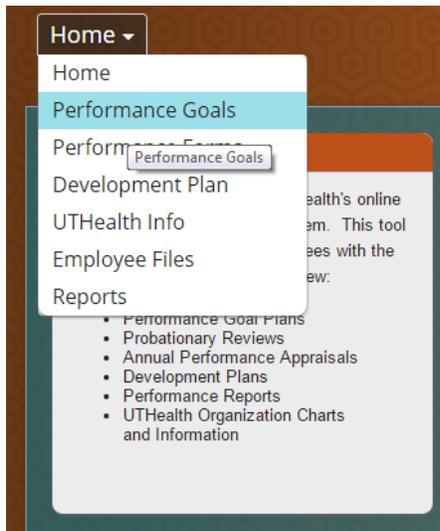
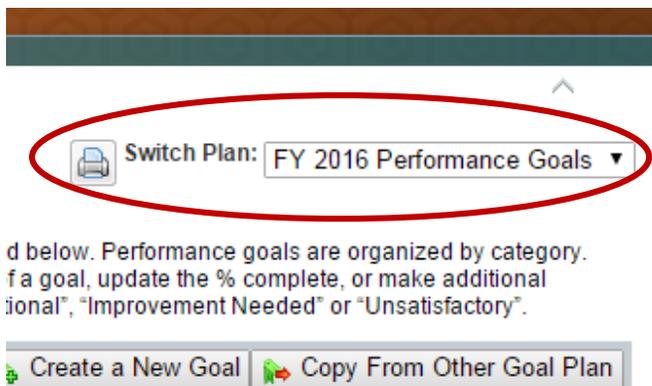


How to Cascade Goals to Direct and Indirect Reports

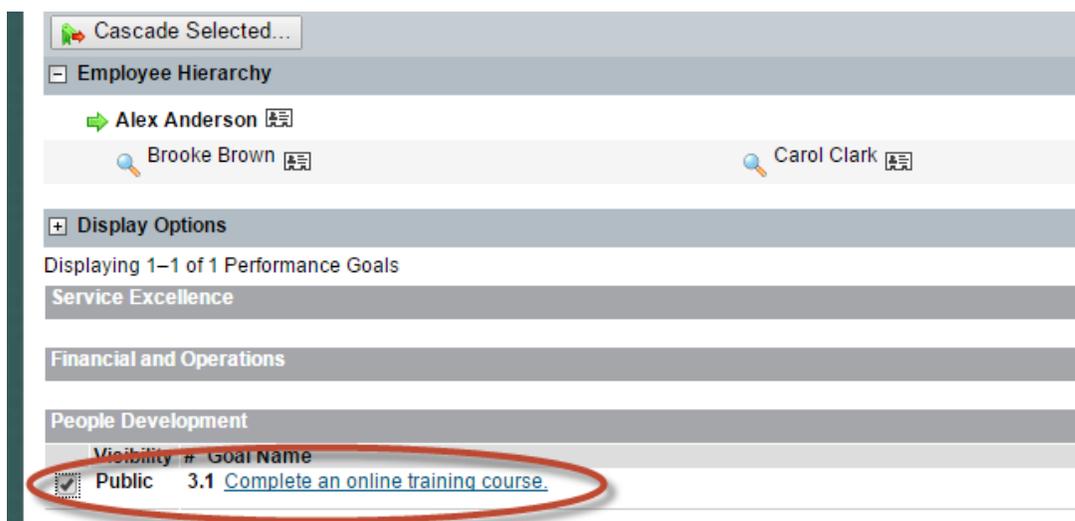
- 1) Access your performance goals by clicking on the Home menu and selecting Performance Goals.



- 2) Select the appropriate fiscal year Performance Goals in the upper right hand corner under "Switch Plan."



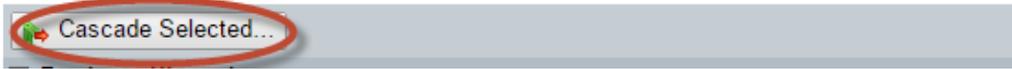
- 3) Enter a goal(s) on your goal plan that you would like to cascade to your direct and/or indirect reports. If the goal(s) is already entered, check the box to the left of the goal(s).



- 4) Click the Cascade Selected... button.

FY 2016 Performance Goals for Alex Anderson

Performance goals are goals aligned to an employee's job responsibilities, work assignments and the Ensure that the goal category for each goal is accurate. Use the "Add New Goal" button at the bottom o changes to the goal. To cancel or postpone a goal update the "Status" field using the "Edit" button. Rat

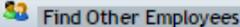


- 5) Check the boxes next to the names of your direct reports that you want to cascade the goal(s).

Step 1. Select Recipients

1 Step 1 of 2. Select the employees to whom you want to cascade the goal.

Employee Hierarchy				
<input type="checkbox"/>	Name	Title	Number of Team Members	Cascaded
<input type="checkbox"/>	➔ Alex Anderson	CEO		2
<input checked="" type="checkbox"/>	🔍 Brooke Brown	Supervisor, Cytology	4	
<input checked="" type="checkbox"/>	🔍 Carol Clark	VP Marketing	2	

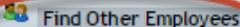
Other Employees 

- 6) If you also want to include your indirect reports, click the Find Other Employees button.

Step 1. Select Recipients

1 Step 1 of 2. Select the employees to whom you want to cascade the goal.

Employee Hierarchy				
<input type="checkbox"/>	Name	Title	Number of Team Members	Cascaded
<input type="checkbox"/>	➔ Alex Anderson	CEO		2
<input checked="" type="checkbox"/>	🔍 Brooke Brown	Supervisor, Cytology	4	
<input checked="" type="checkbox"/>	🔍 Carol Clark	VP Marketing	2	

Other Employees 

- 7) You can search for an employee individually or search by department name.

Find User

 Search for the employees to whom you want to cascade the goal.

First Name:	<input type="text" value="Walter"/>
Last Name:	<input type="text" value="Watson"/>
Employees:	<input type="text" value="All"/>
Division:	<input type="text" value="All"/>
Department:	<input type="text" value="All"/> Custom Select >>
Location:	<input type="text" value="All"/> Custom Select >>
	more options

- 8) Check the box next to the name(s) of the employees you want to cascade the goal(s), and then click Add Selected at the bottom.

Select Employee

Select the employees to whom you want to cascade the goal.

+ Display Options

<input type="checkbox"/>	Name	Title	Cascaded
<input checked="" type="checkbox"/>	Walter Watson	VP HR	

← Back **➤ Add Selected** Cancel

- 9) Click Next at the bottom of the page.

1 Step 1 of 2. Select the employees to whom you want to cascade the goal.

Employee Hierarchy

<input type="checkbox"/>	Name	Title	Number of Team Members	Cascaded
<input type="checkbox"/>	➔ Alex Anderson	CEO	2	
<input checked="" type="checkbox"/>	🔍 Brooke Brown	Supervisor, Cytology	4	
<input checked="" type="checkbox"/>	🔍 Carol Clark	VP Marketing	2	

Other Employees [Find Other Employees](#)

<input checked="" type="checkbox"/>	Name	Title	Number of Team Members	Cascaded
<input checked="" type="checkbox"/>	👤 Walter Watson	VP HR	1	

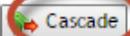
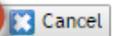
← Back **➤ Next** Cancel

10) Click Cascade. The cascaded goals will now appear on your selected employee's fiscal year Goal Plan.

Step 2. Edit Goal

 Step 2 of 2. You can edit the goal (optional) before cascading it to the selected recipients.

	Fields marked with * are required.
Already Cascaded To:	none
Category :	People Development ▼
* Goal Name:	 spell check...  legal scan... Complete an online training course.
* Measurement:	 spell check...  legal scan... Complete all assignments, reading material, and tests.
Weight-HCPC Only:	0.0%
Percent Complete:	0.0%
* Start:	09/01/2015
* Due:	08/31/2016
Status:	Not Started ▼
Milestone:	 Add Tasks

 Back  Cascade  Cancel