

## Goal Management - Employee

### Contents

#### 1 Goal Management : Performance and Development

#### 2 Creation of Goals : the SMART method

#### 3 Functionalities of Goal Management in ColasWay

Switching from Performance to Development Goals

State of the Goal Plan

Select Goal Plan

#### 4 Goal Details

#### 5 Act of a Goal

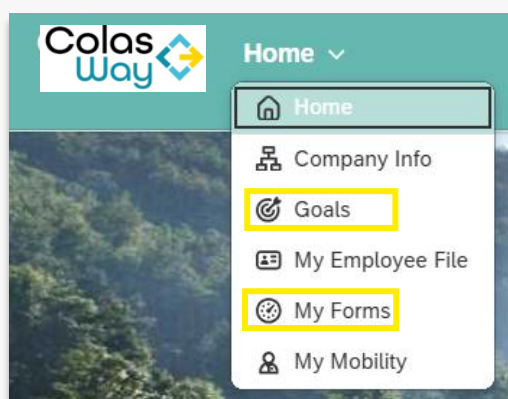
#### 6 Calculating the evaluation in the Performance Review Form

## 1 Goal Management : Performance and Development

The Goal Management module allows the [management of Performance and Development Goals throughout the year](#).

**Regarding Performance**, the performance goals set during the Performance Review may [change due to a change of situation or professional context](#) (example: the end or start of a project).

- Goal Management during the Performance Review Campaign : Via the form (Drop down menu > My Forms).
- Goal Management outside the Performance Review Campaign : Via the Goal Management module (Drop down menu > Goals) for the Performance Goals plan throughout the year.



### Performance Goals

### Development Goals

**Regarding Development**, the [Development](#) functionality allows to [fill in development actions for Employees](#) :

- Individual Development Plan : [annual plan linked to the Annual Performance Review Form](#). It is accessible and modifiable by both Employees and Supervisors. This development plan lists the [development actions](#) planned for the year.

[Any change during the year by the Supervisor must be discussed with the Employee](#). This discussion is essential for setting or modifying the goals (specific, measurable, attainable, relevant and time-bound).



As an Employee, you can consult your goals via the Goal Management module. You ensure that they are correctly entered and remind your Supervisor if necessary.

During the Performance Review Campaign, you self-assess the achievement of your goals for the current year.

## 2 Creation of Goals : the SMART method



When creating new goals, you can use **the goal creation aid** to follow **the SMART model**.

**S**

**Specific**

**Goals should be clear** and indicate what you expect. **Be specific** and define what you are going to do. **Use action verbs**, such as direct, organize, coordinate, lead, develop, plan, etc.

**M**

**Mesurable**

If you can't quantify it, you can't manage it. **Choose goals with measurable progress** and **set concrete criteria** by which you can measure success.

**A**

**Achievable**

**The goals must be within your reach.** If the goals you set are far beyond your ability, you cannot commit to them. The goals must be a big enough effort for you to believe that you can achieve them and that it requires a real commitment on your part.

**R**

**Realistic**

**Goals should be relevant.** Make sure that each goal is consistent with your other goals and aligns with the goals of the company, your Supervisor or your department.

**T**

**Time-bound**

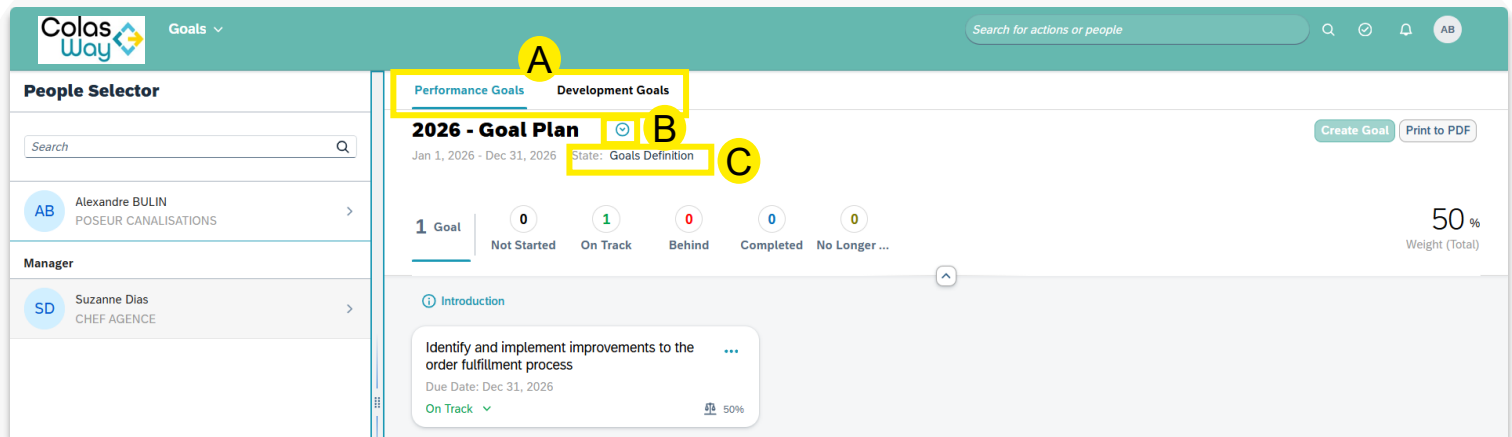
**Set a timeframe for the goal.** Choosing a deadline for your goal clearly defines the target to be reached. Without a time limit, there is no incentive to get started.

## 3 Functionalities of Goal Management in ColasWay

**As an Employee**, you can **view the goals** set by your Supervisor throughout the year. You can **add or edit comments** relating to a goal only on the current year's plan. Your **Supervisor** can only **add, edit, or delete** goals **for the current year**.

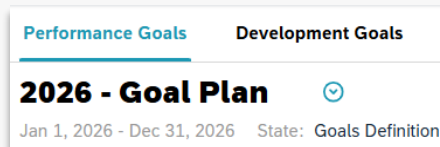
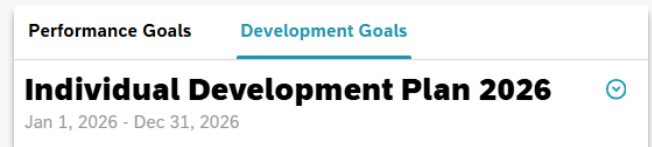
Any modification will result in the sending of an email allowing you to be **notified of the changes made**.

During the **Performance Review campaign**, the **permissions will be adapted** according to the stage of the form. *For example, in step 1 (Preparation), you will be able to add goals for the upcoming year, while in step 2 (Face-to-face- review), you will not be able to change anything.*

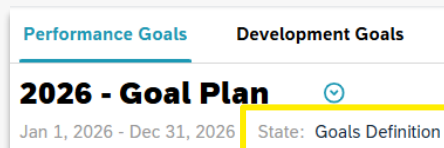


## A Switching from Performance to Development Goals

It is possible to switch between Performance Goal and Development Goal by clicking on the dedicated tab on top of the page.

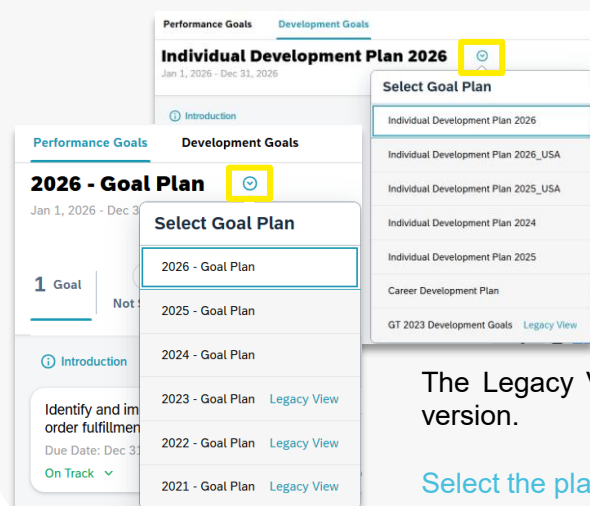



## B State of the Goal Plan



The **State** of the goal plan can be seen below the Goal Plan name. It mirrors the Goal Plan stage (which remains constant outside the Annual Performance Review campaign and changes during the campaign based on the Employee form step).

This state is only visible for the Performance Goals.



## C Select Goal Plan

**Select Goal Plan:** you can open other Goal Plans through the arrow icon next to the Goal Plan name. Only the last 3 Goal Plans are available in locked mode. Indeed, you can only act upon Performance Goals of the current year. The current year's Goal Plan will be locked after the Performance Review Campaign.

The Legacy View concerns Goal Plans that have not been upgraded to the newest version.

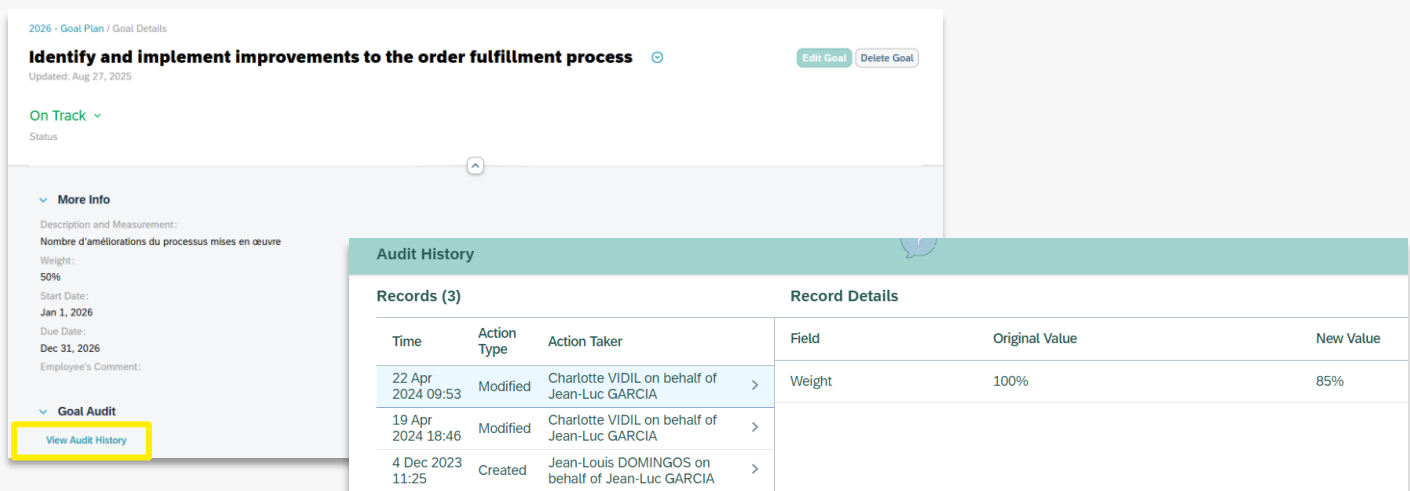
Select the plan for the current year (if you are out of the Exchange Interview campaign).



## 4 Goal Details

The detailed view of the development goal allows to view [the description](#), [the weight](#), [the comments](#) and [the dates](#) of the goal. It also shows the [history of the actions](#) performed for that goal (creation, modification) in the View Audit History tab.

Simply click on the goal to view its details.



| Records (3)       |             |                                                  | Record Details |                |           |
|-------------------|-------------|--------------------------------------------------|----------------|----------------|-----------|
| Time              | Action Type | Action Taker                                     | Field          | Original Value | New Value |
| 22 Apr 2024 09:53 | Modified    | Charlotte VIDIL on behalf of Jean-Luc GARCIA     | Weight         | 100%           | 85%       |
| 19 Apr 2024 18:46 | Modified    | Charlotte VIDIL on behalf of Jean-Luc GARCIA     |                |                |           |
| 4 Dec 2023 11:25  | Created     | Jean-Louis DOMINGOS on behalf of Jean-Luc GARCIA |                |                |           |

## 5 Act on a goal

It is possible to [Edit](#) or [Delete](#) a goal.

It is possible to delete several goals at the same time or to delete a goal individually.

[Edit Goal](#)
[Delete Goal](#)

## 6 Calculating the evaluation in the Performance Review Form



The goals are one of the components of the final score given in the Performance Review. **The system calculates the score according to the weighting of each goal and the weighting of each of the main parts of the Performance Review being assessed** (competencies, goals and management & leadership). The final score is given by your Supervisor who can draw on the indicative score calculated by the system.



### Job skills



### Goals



### Leadership Essentials

⊘ ☆☆☆☆☆  
Select a rating

If not relevant for the Employee or if the Supervisor does not want to assess an item, they can select the "Not applicable" item

⊘ ☆☆☆☆☆  
Select a rating

⊘ ☆☆☆☆☆  
Select a rating

⊘ ★★☆☆☆

⊘ ★★☆☆☆

⊘ ★★☆☆☆

Automatic Overall Indicative Evaluation

Manual Evaluation by the Supervisor



If this is your first Performance Review Campaign, the Objectives for the previous year must be included by the Supervisor.