PERFORM

Engage. Empower. Elevate.

The objectives will be pulled into the Q1 report, mid-year review, Q3 report, and the year end review.
The performance on the objectives will account for 25% of the overall performance rating.

Objectives matter!

Effective objectives are specific, measurable, narrow, concrete, and tactical. Objectives are short-range, set and agreed upon by employees and managers to support the University's overall goals.

Objectives can be mile markers along the road indicating progress and maintaining motivation.

CREATING OBJECTIVES in connectU

This hand-out demonstrates how an employee and/or supervisor may create objectives in the “Objectives” module within connectU.

A minimum of 1 (one) objective is required for an employee and the program will allow for up to 5 (five) objectives.

The objectives are managed under the “Objectives” module.

Although the objectives are managed in the “Objectives” module, the objective(s) will be included in the year end performance review process when the performance review period begins.

Supervisor and/or the employee may add the objective(s).

Melissa Manager

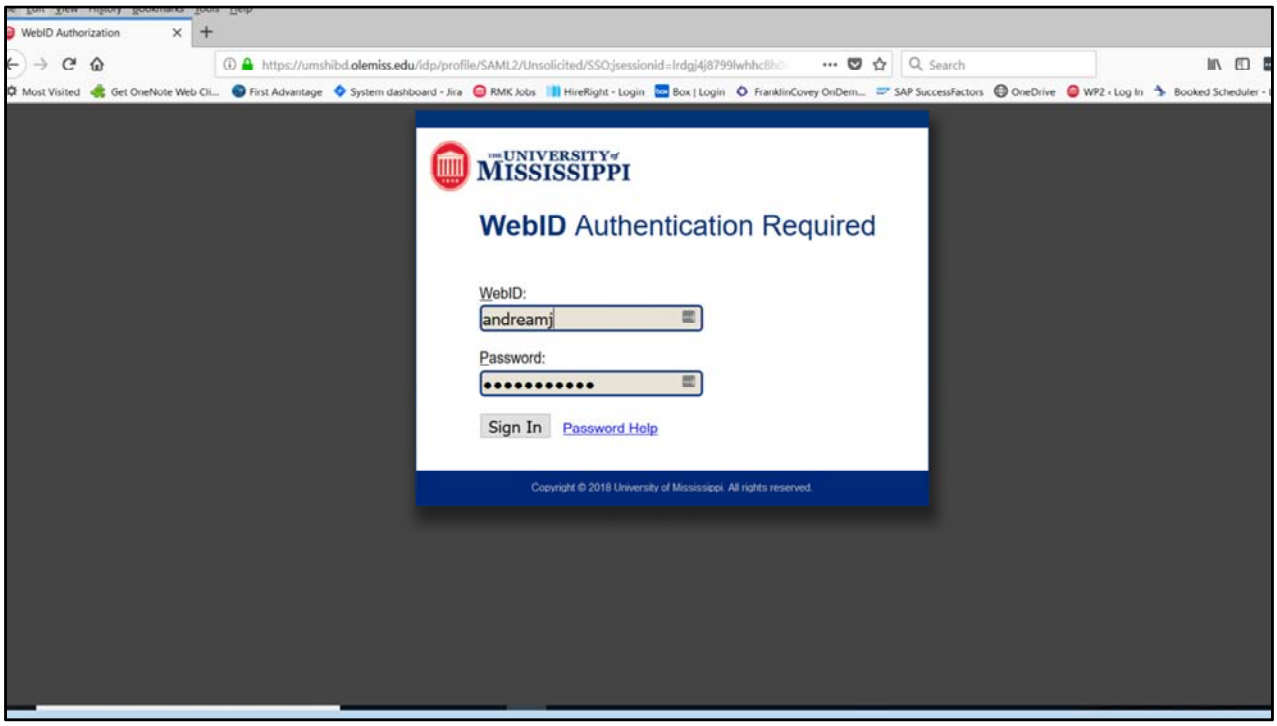
Ellen Employee

The supervisor may add objectives for his/her employees.

The objectives should be discussed and agreed upon in advance.

Web Address:

The address for the portal for internal users (current regular, eligible University employees) is **connectu.olemiss.edu.**

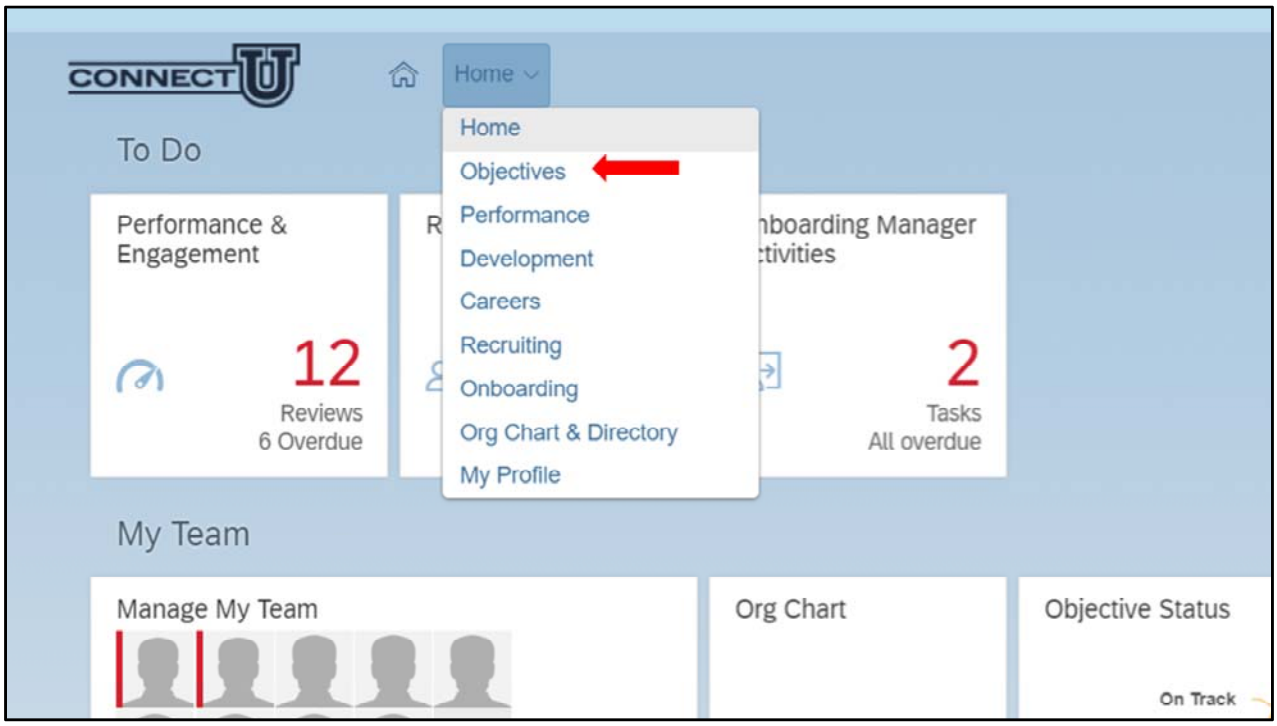


Logging In

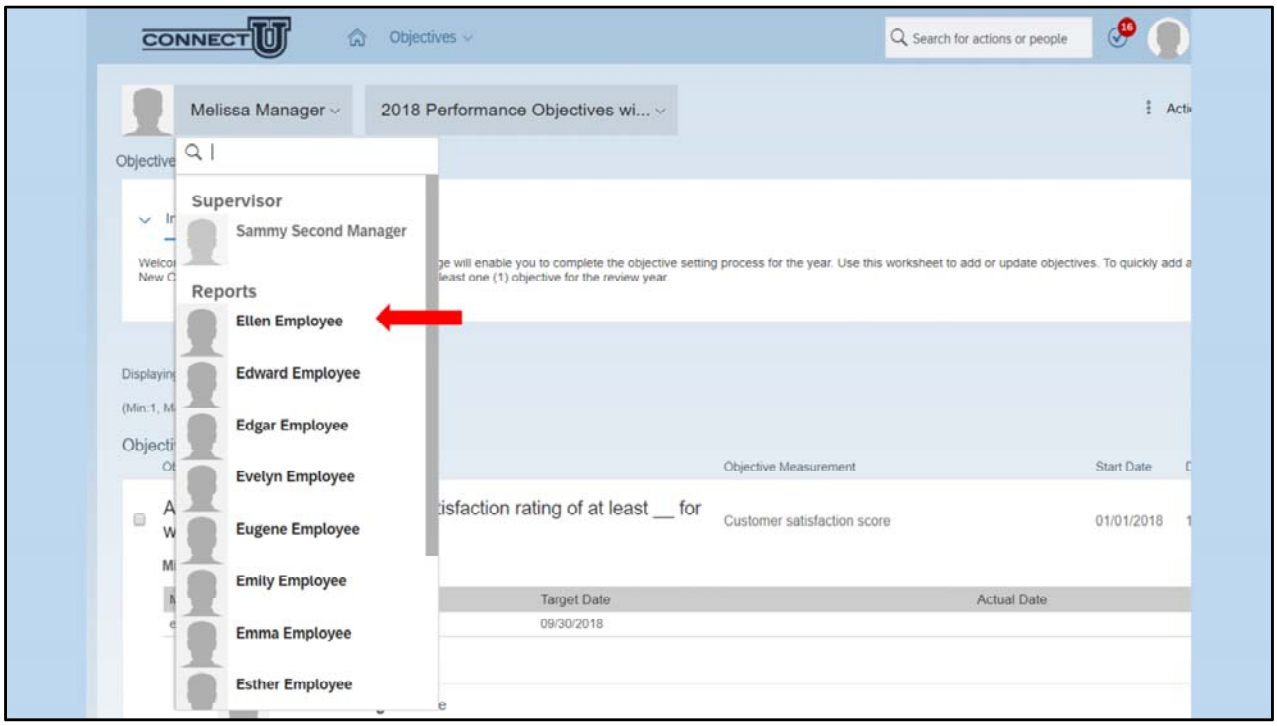
The program is single sign-on (SSO)*.

Enter your webid (not your email address, exclude @olemiss.edu.) and password.

* Single sign-on (SSO) is a property of access control of multiple related, yet independent, software systems. With this property, a user logs in with a single ID and password to gain access to a connected system or systems without using different usernames or passwords.



To access the “Objectives” module, select “Objectives” from the drop down menu on the landing page.

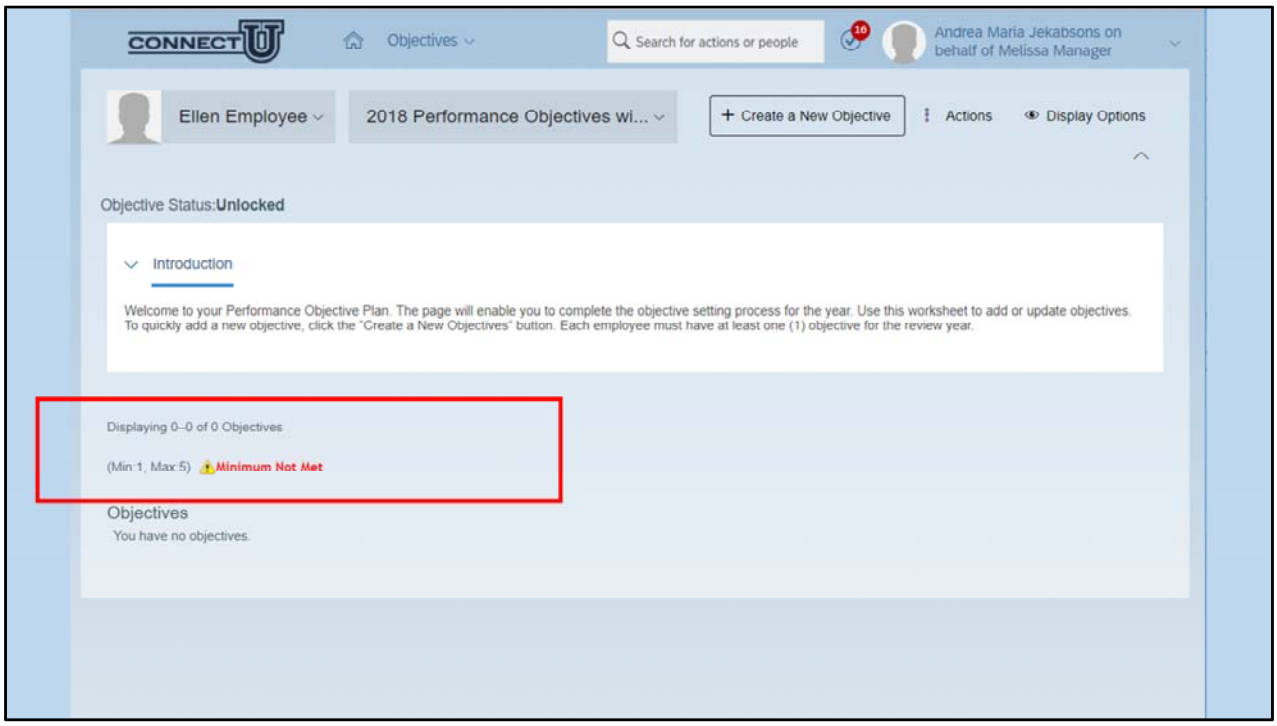


You may add your own objective.

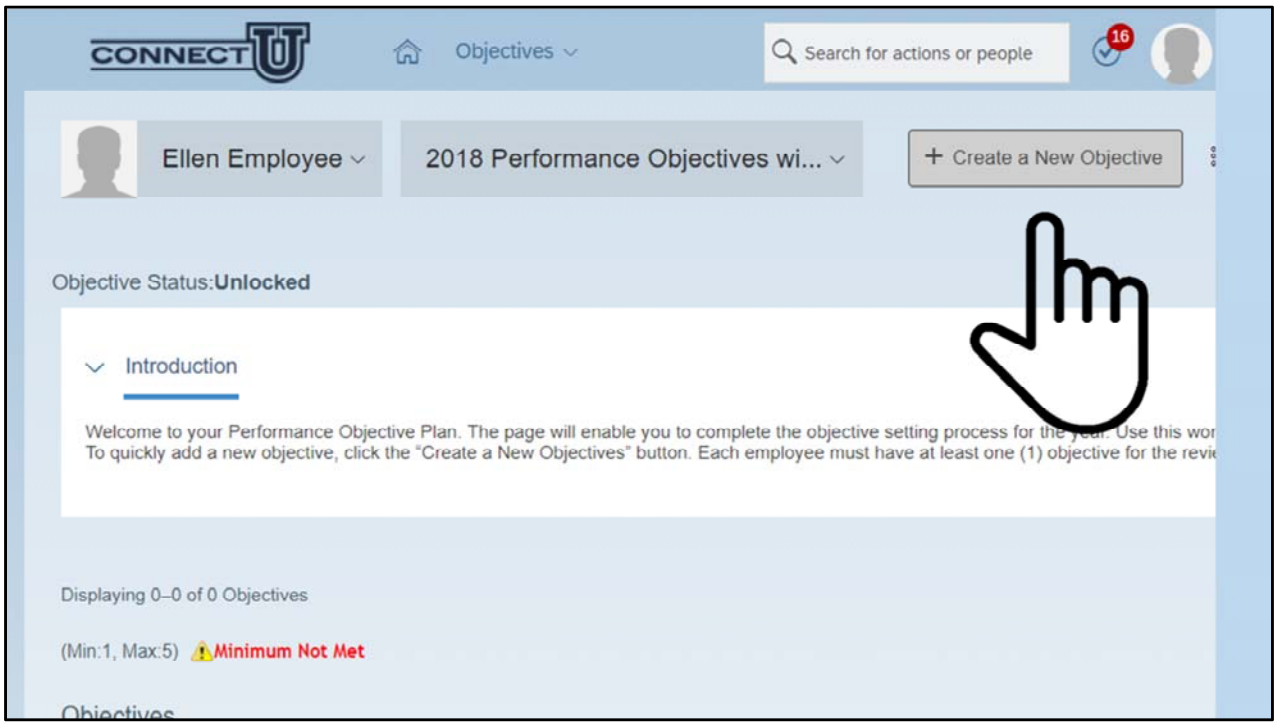
Supervisors/Managers: Use the drop down menu to add an objective for an employee.

Click on the drop down menu next to your name to view the reporting structure and employees.

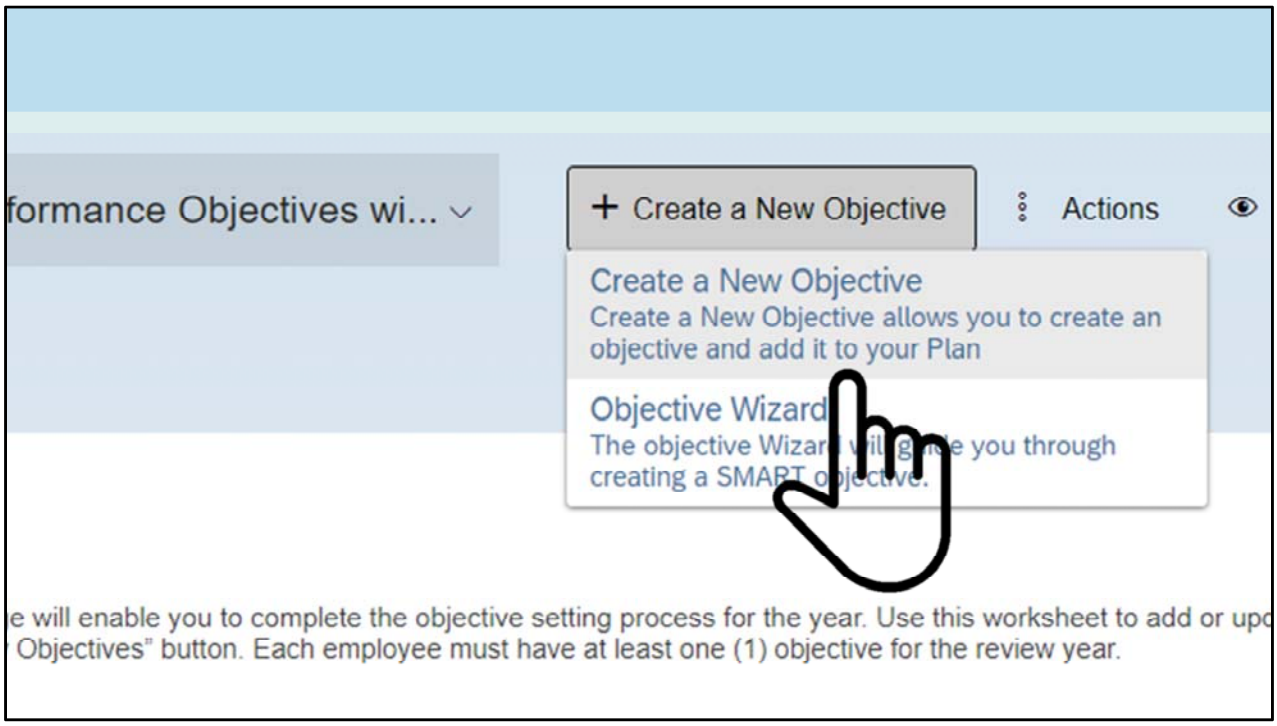
Submit revisions to the reporting structure to hr@olemiss.edu.



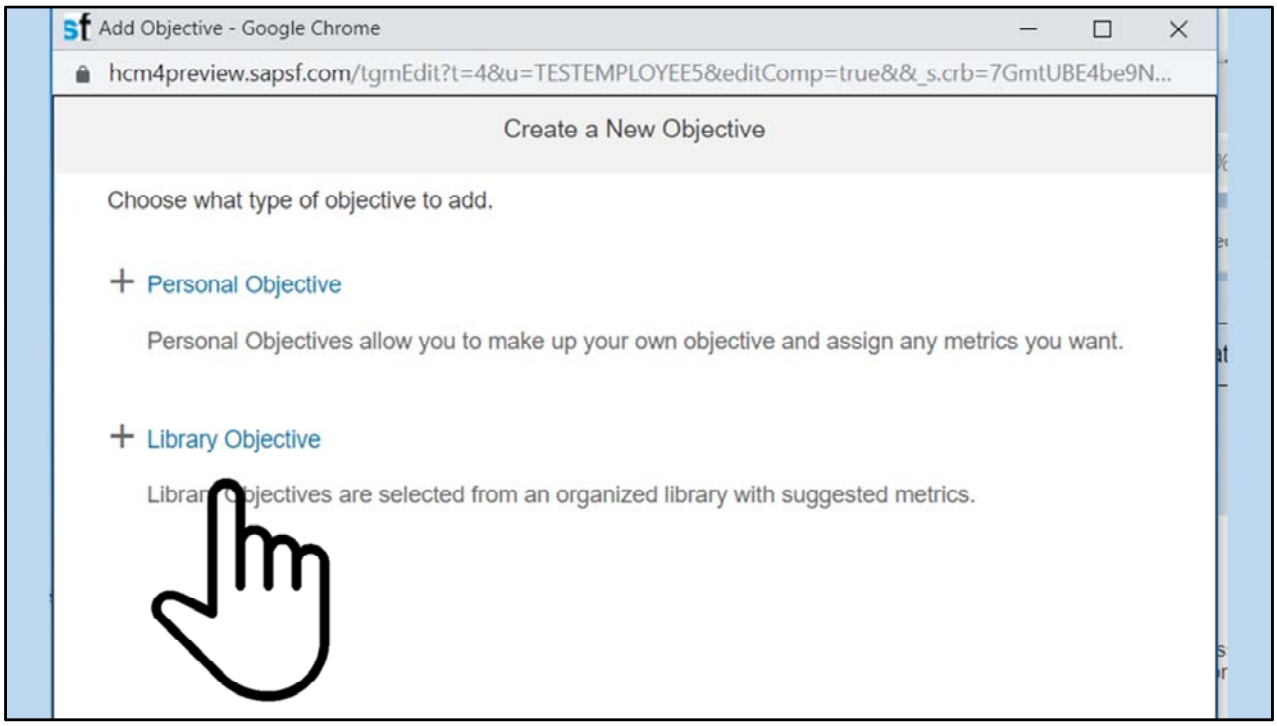
A minimum of 1 (one) objective is required for an employee and the program will allow for up to 5 (five) objectives.



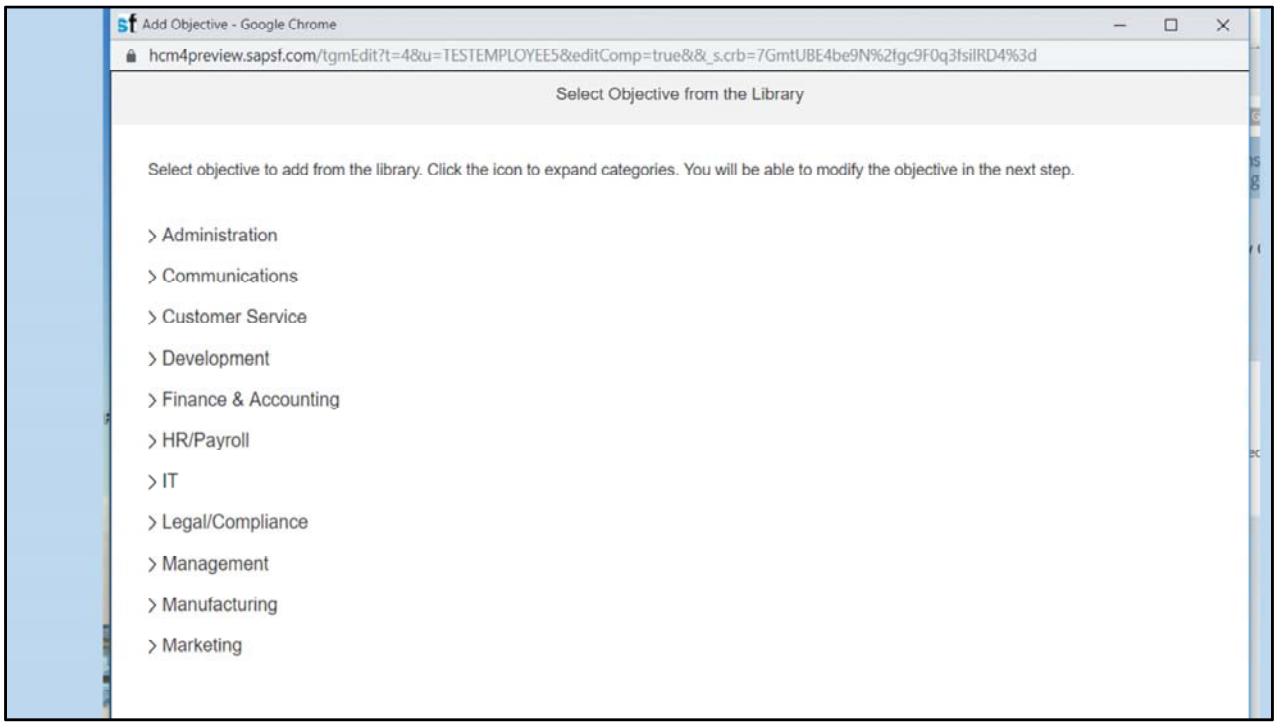
There are three different ways to create a new objective. Click, "Create a New Objective."



The first method is available under the first option under “Create a New Objective” and is also labeled, “Create a New Objective.”

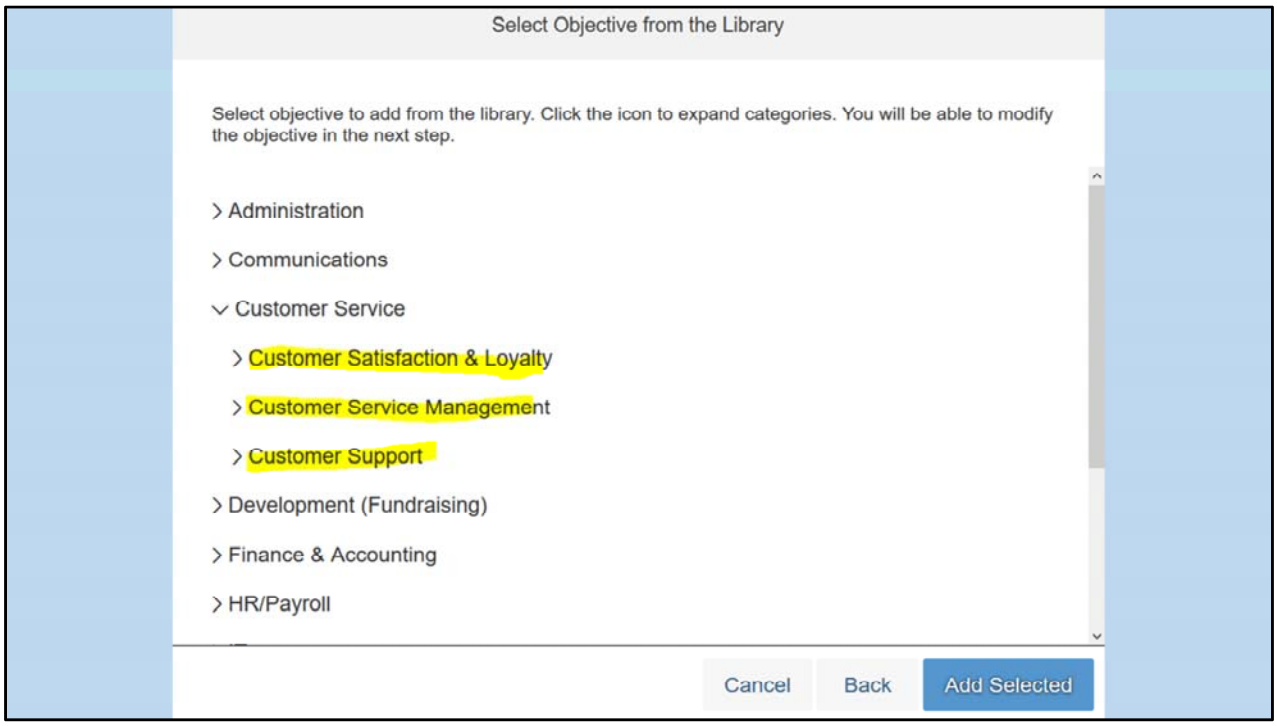


Under the option of “Create a New Objective,” the second option, + Library Objective, provides a library of objectives and **each objective serves a template** to build upon.

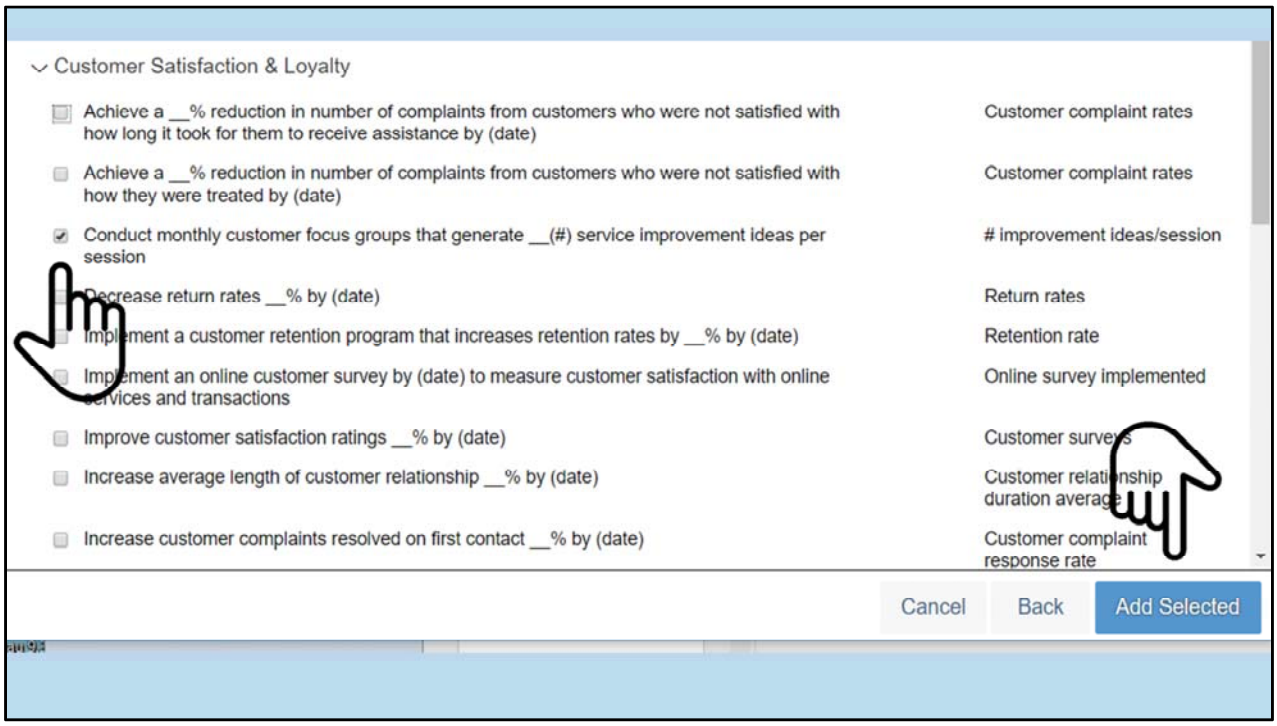


Although not all functional areas serving our campus are available, there are generic categories to chose from.

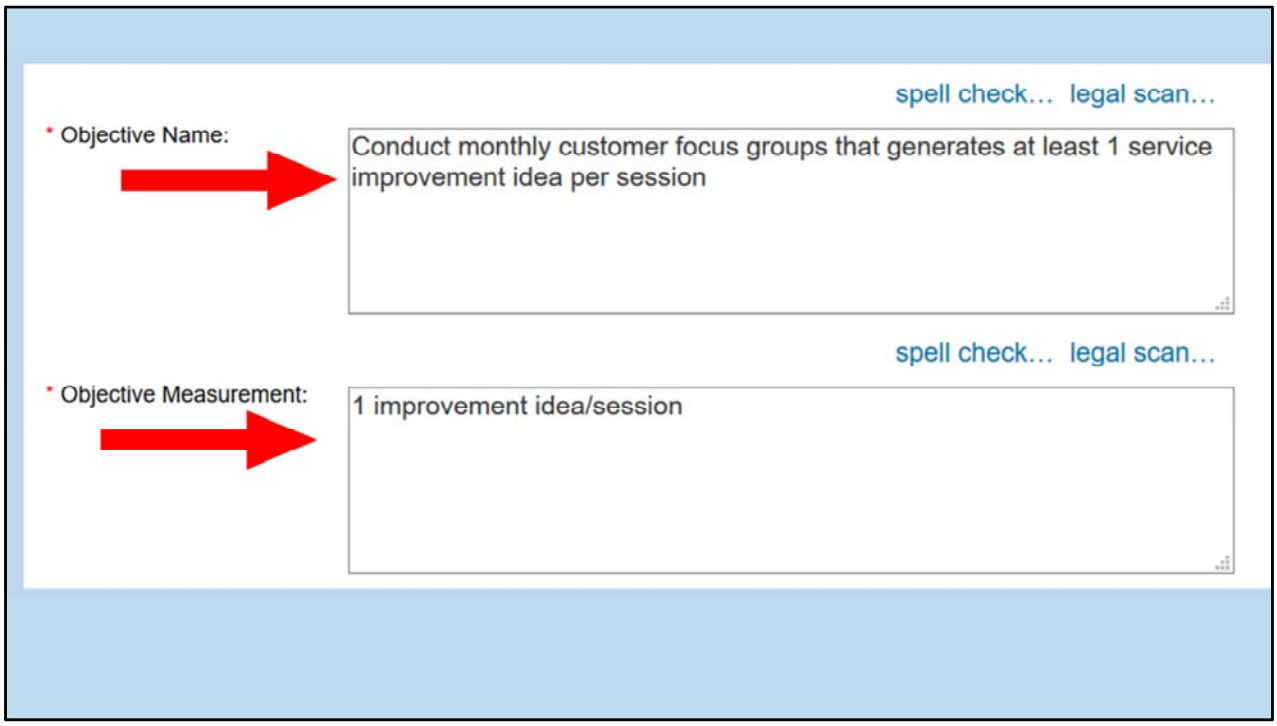
For this example, let us create an example under “Customer Service.”



There are sub-categories to chose from.

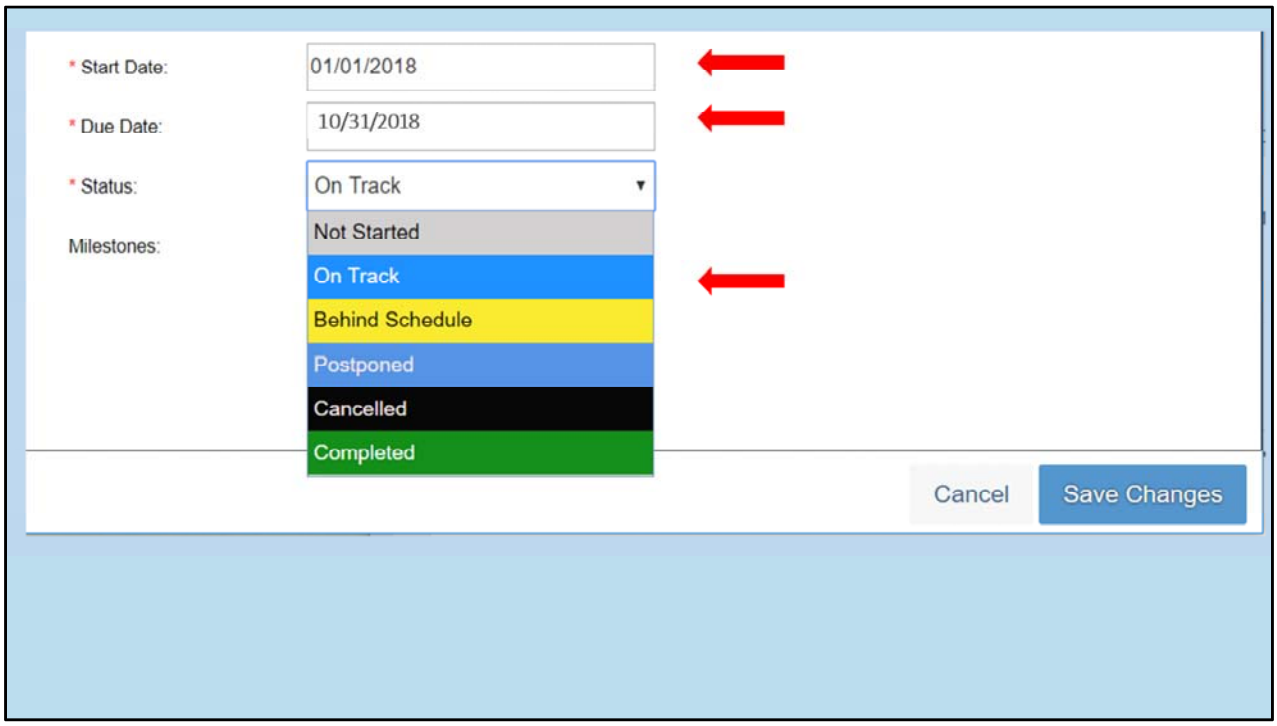


"Conduct monthly customer focus groups that generate __(#) service improvement ideas per session" was selected and click on "Add Selected."



Edit the details in the box.

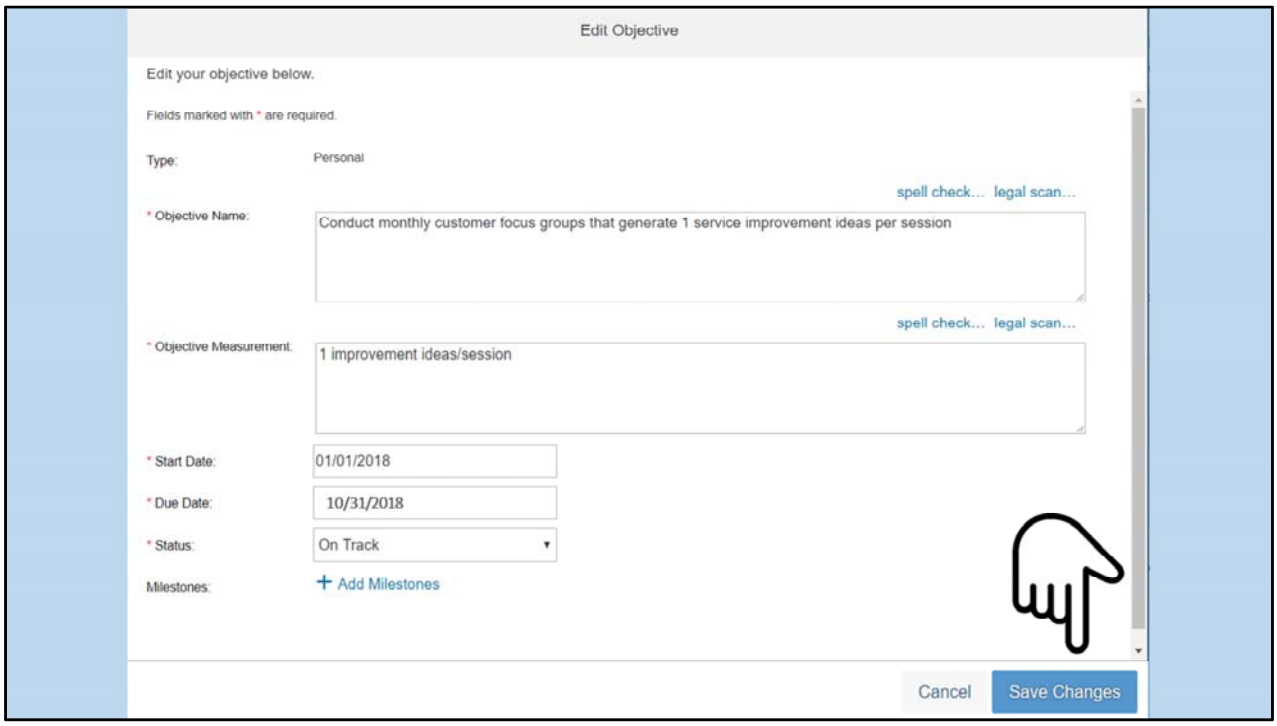
Spell check and the legal scan is available.



Enter the dates.

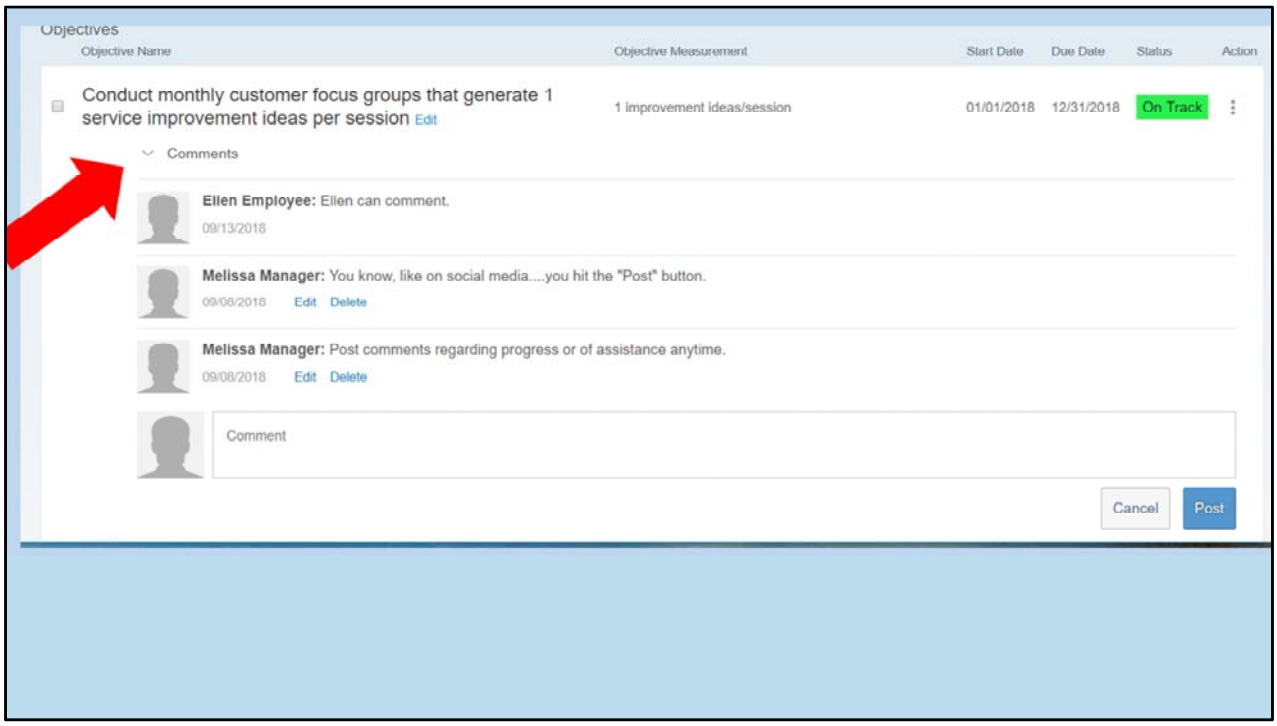
The year end review will begin in early December. Include a “Due Date” prior to December.

If appropriate, update the Status.
Optional: Updates status to “On Track” to start off on a positive note.

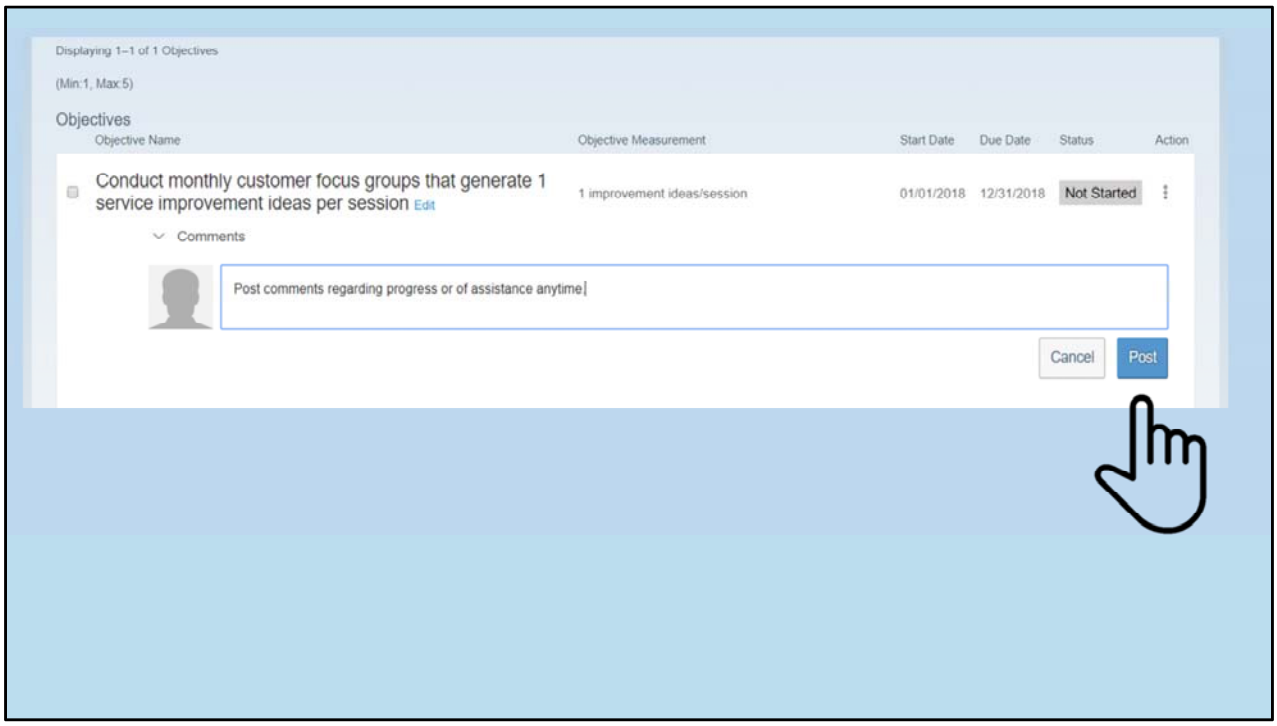


After editing the details in the box and then click “Save Changes.”

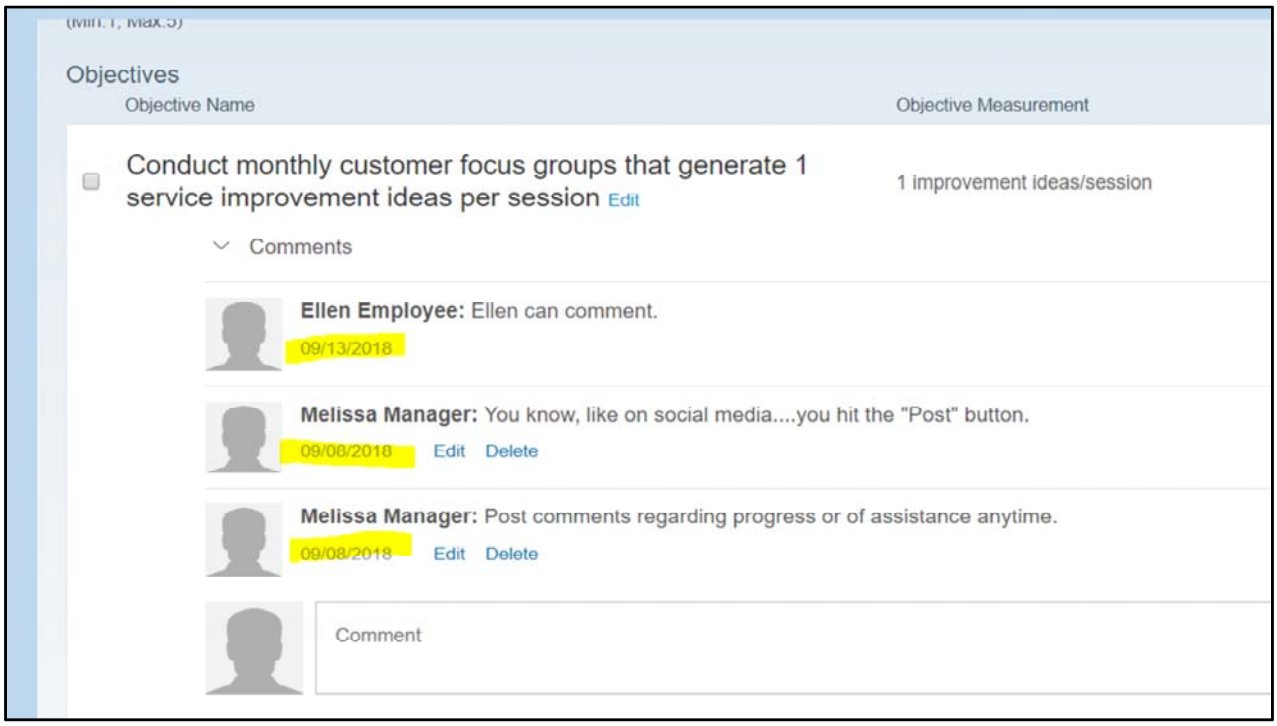
(You may add milestones (+ Add Milestones) but “Milestones” are not required.)



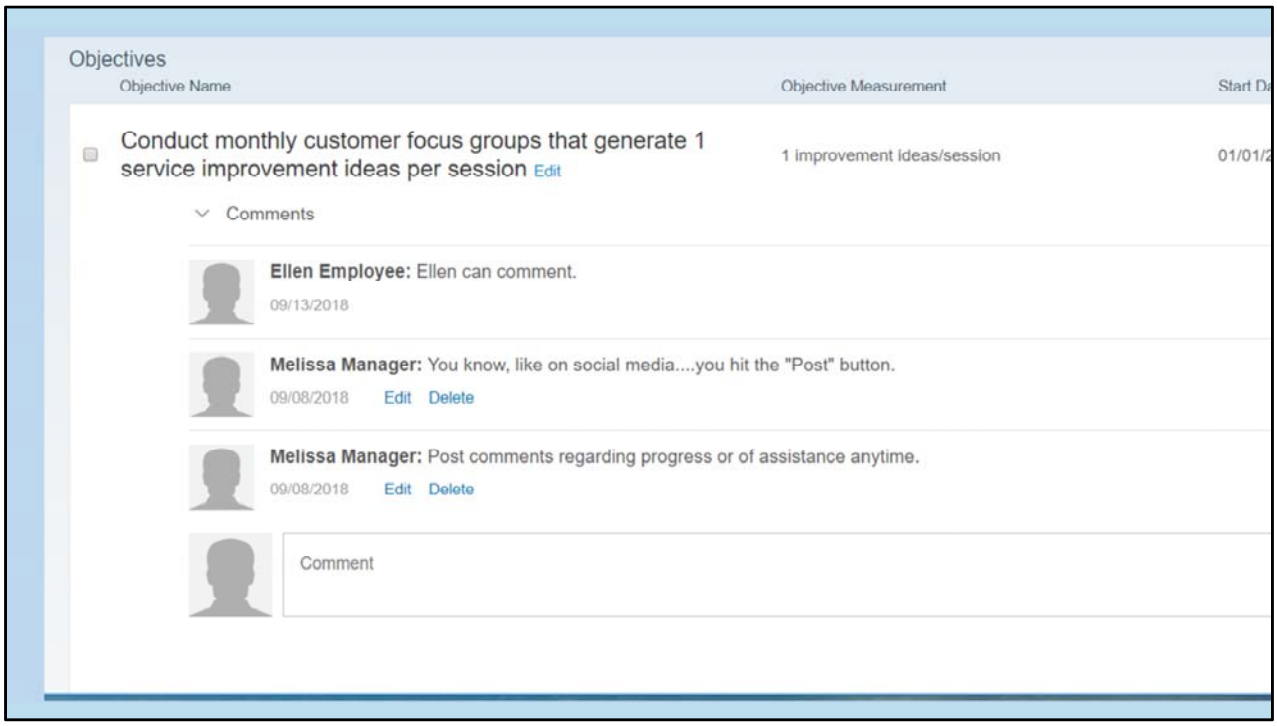
Comments may be posted throughout the review period by both the supervisor and the employee.



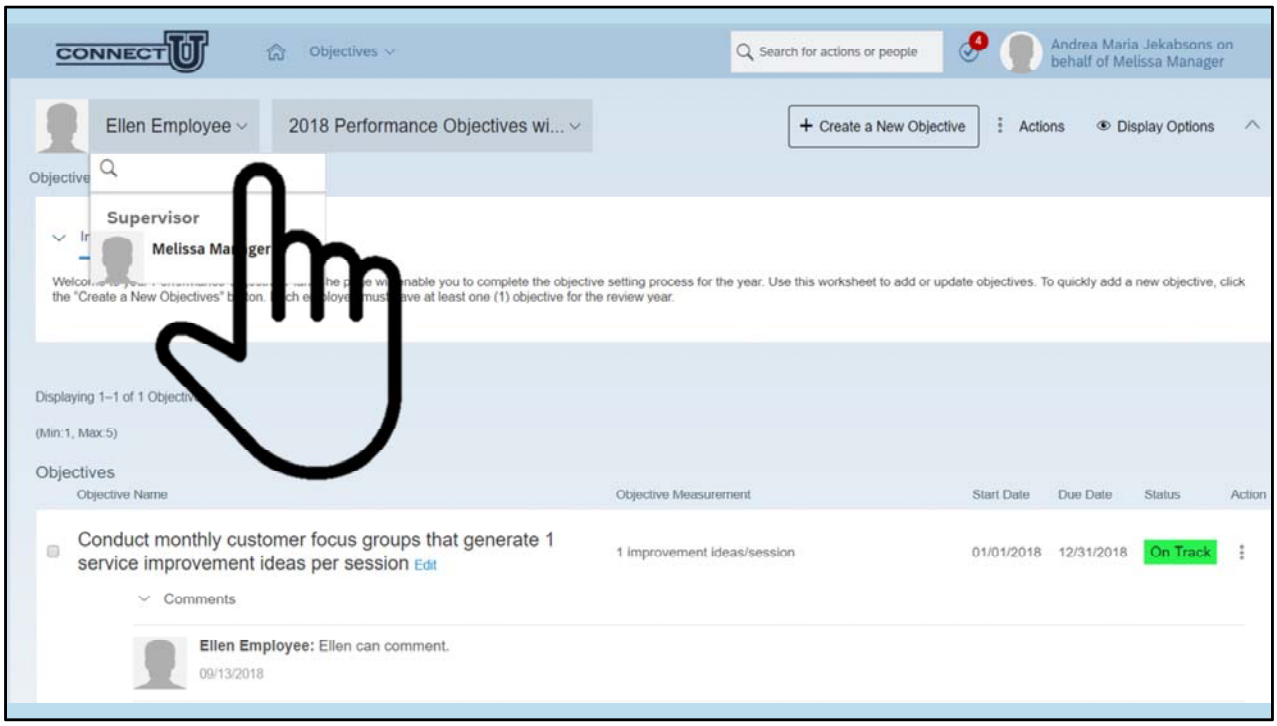
Enter the comment in the “Comments’ box and click the “Post” button to save the comment.



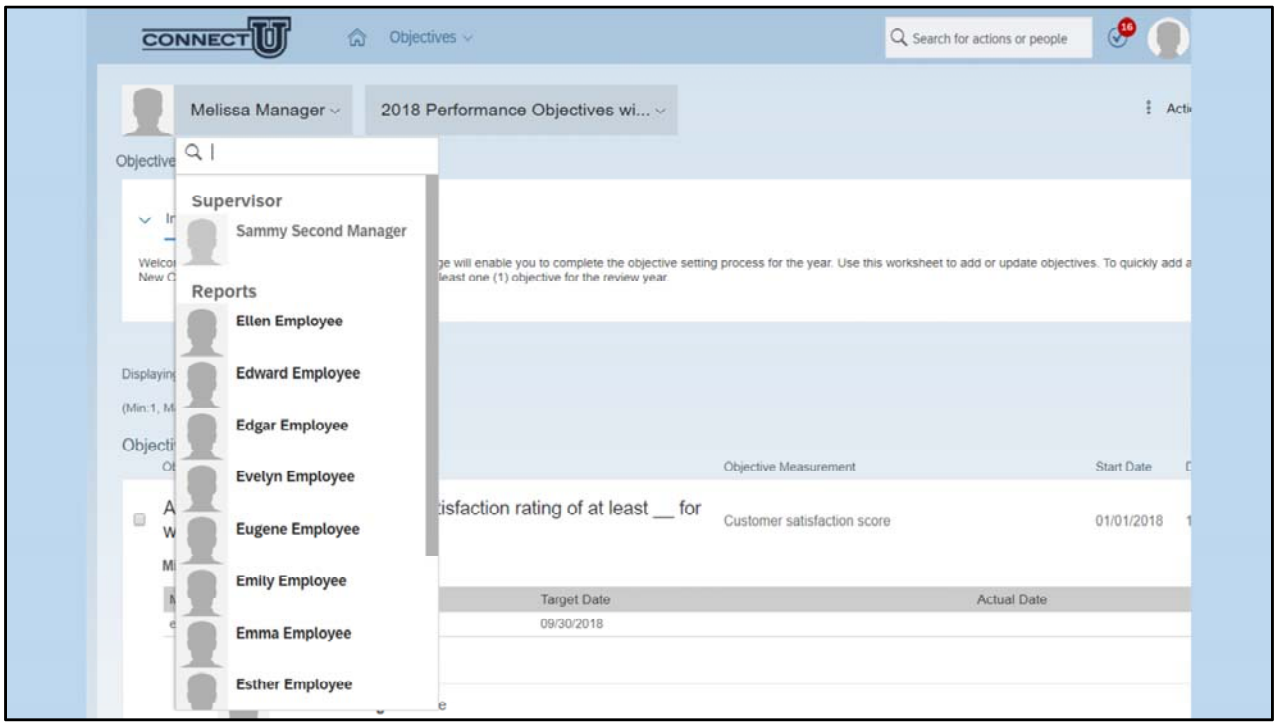
The comments in the Objective module are date stamped.



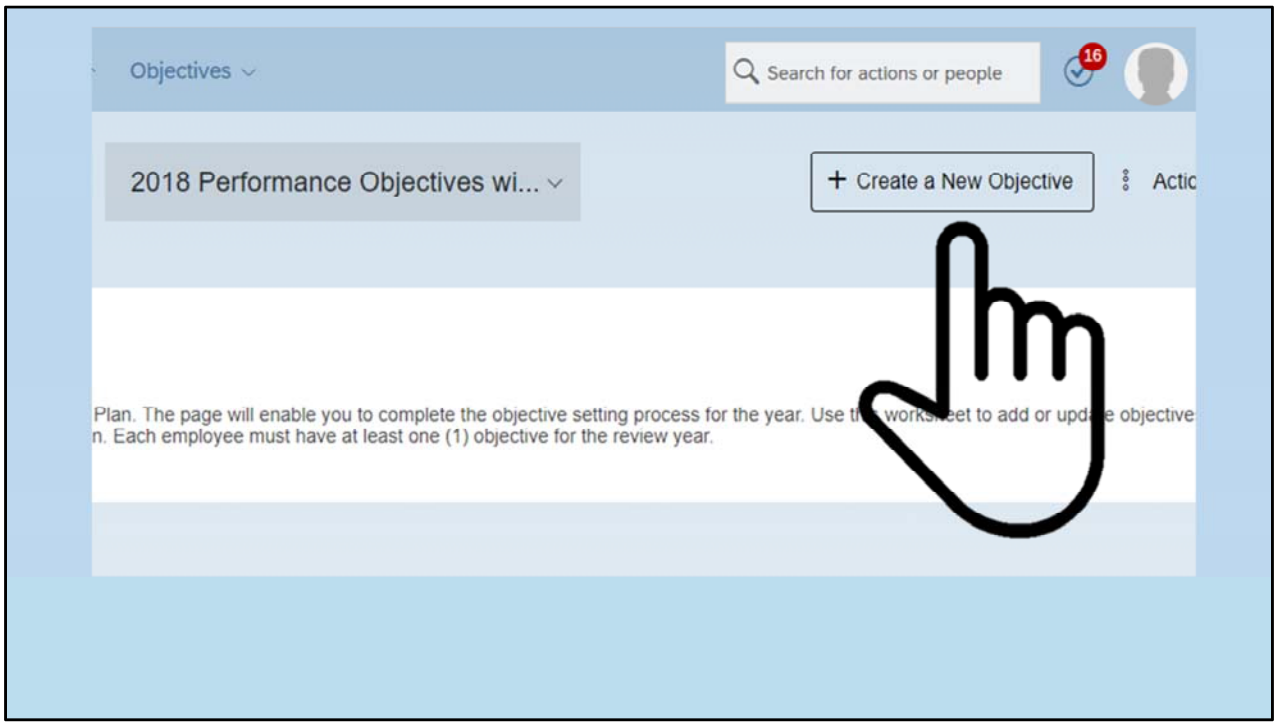
Add as many comments as you like.
The “Objective” module with the current objectives is available year round to the employee and supervisor.



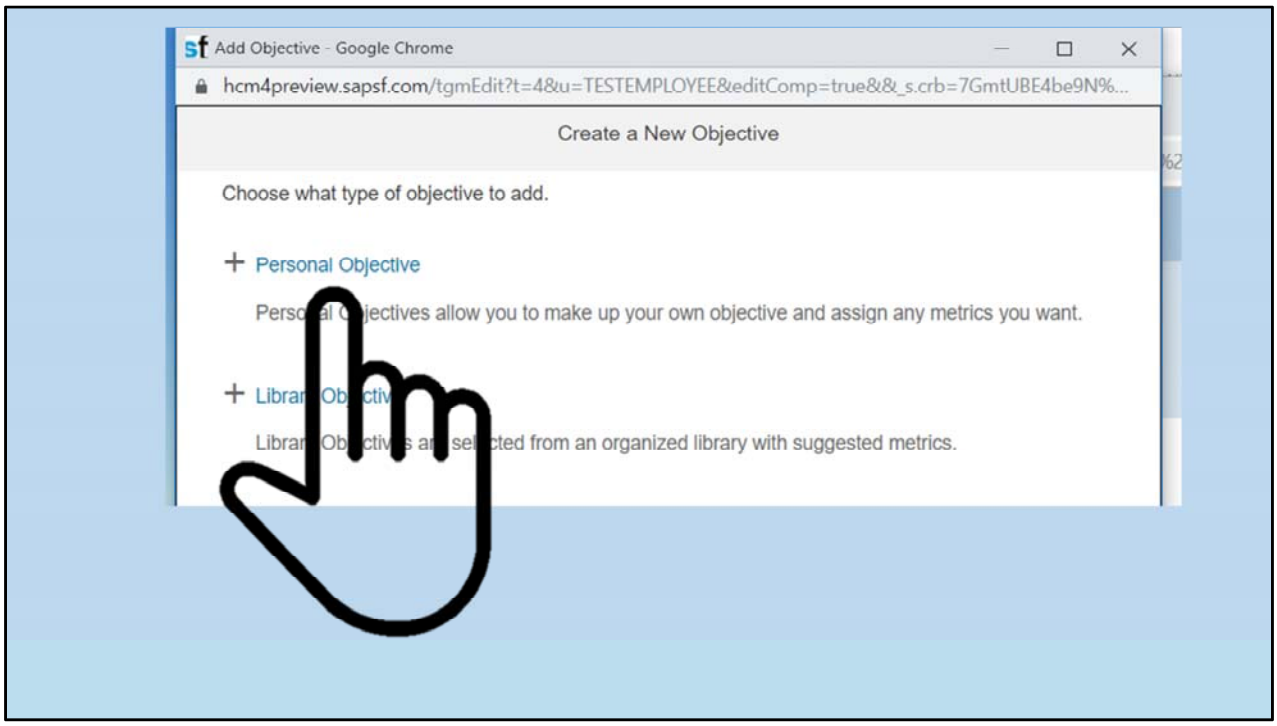
Supervisors/Managers: To return to the list of employees (or to view your objectives), select the drop down men next to the employee's name.



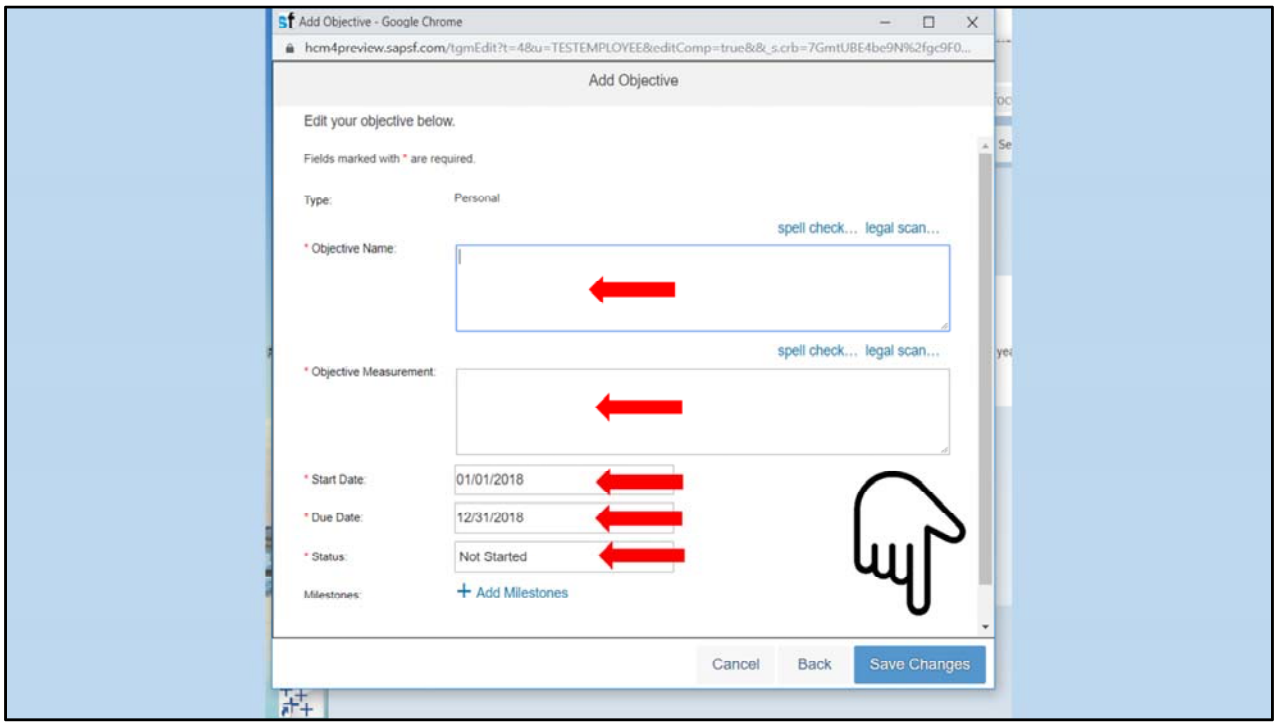
Again, you will see the reporting structure and listing of employees.



There are 2 (two) more methods to create and add a new objective.



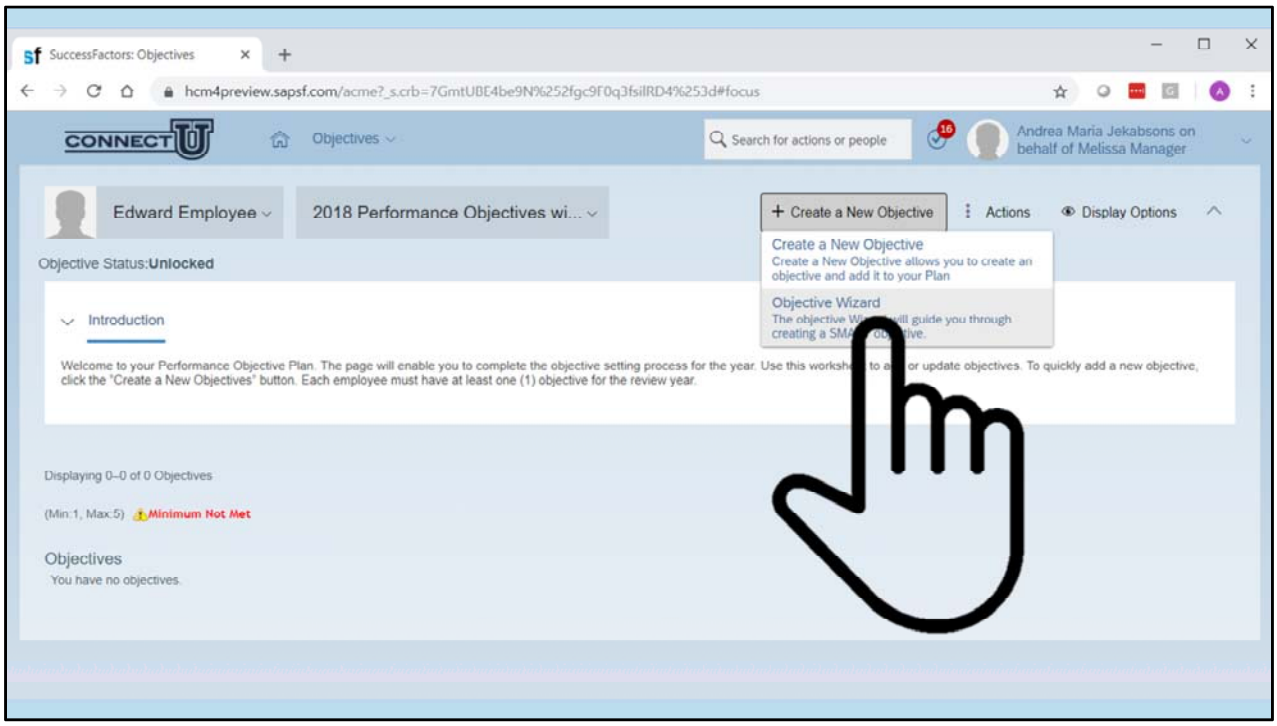
You may select the first option, “+ Personal Objective” which allows you to create an objective **from scratch**, without assistance from the objectives library.



Add the details from scratch and click on “Save Changes.”

If appropriate, update the Status.

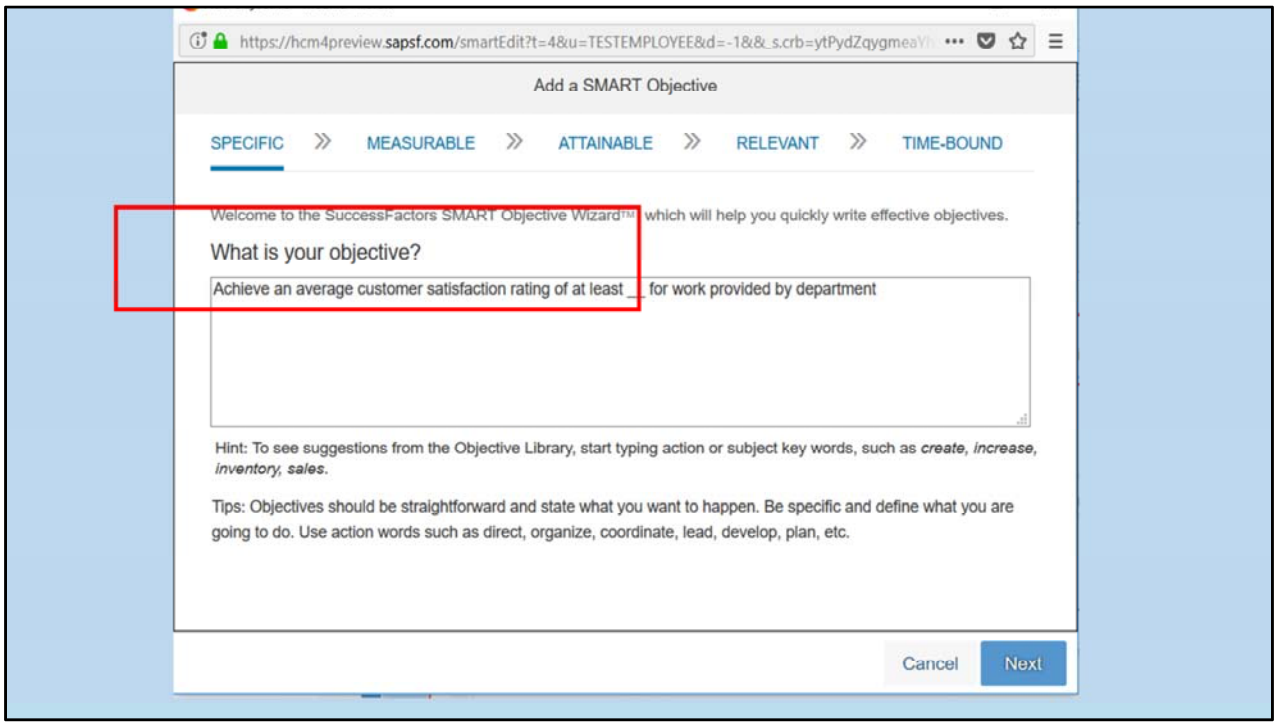
Spell check and the legal scan is available.



The third method to add is an objective is to utilize the “Objective Wizard.”

The Objective Wizard will ask questions to ensure the object is a “SMART” objective.

S =Specific
M= Measurable
A= Attainable
R= Relevant
T= Time-bound



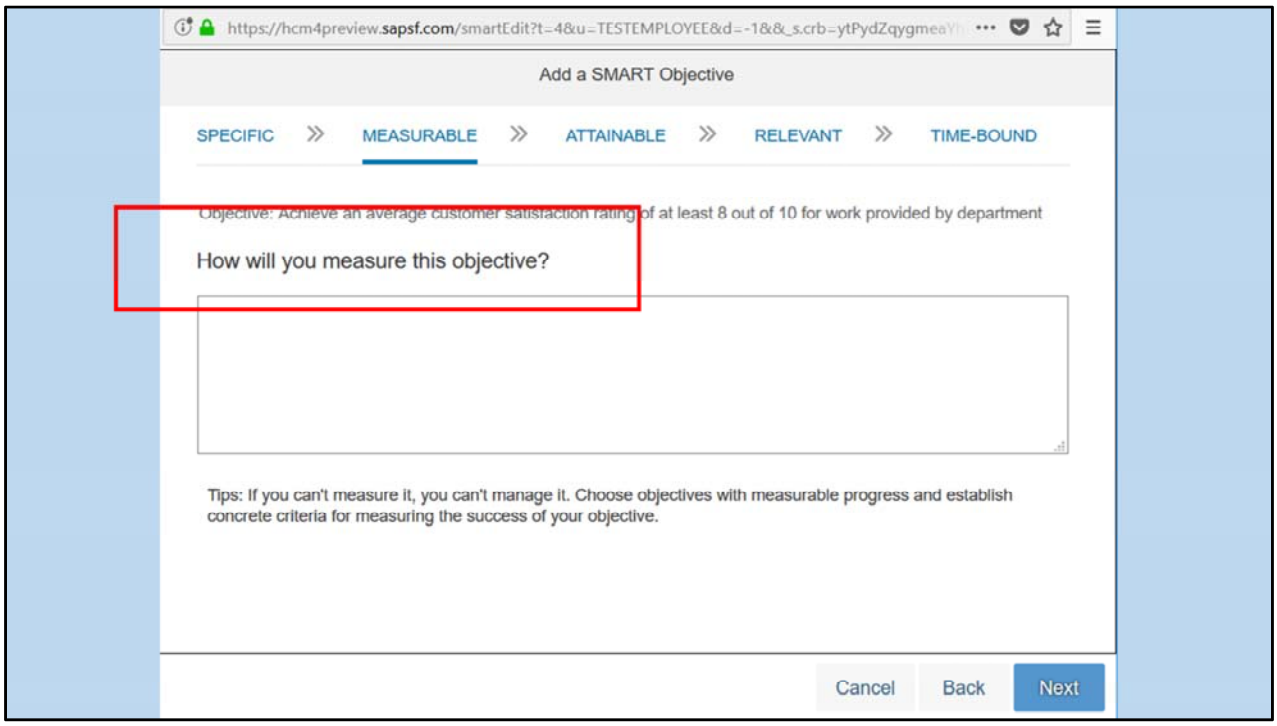
SPECIFIC

What is the objective?

Hints and Tips are available.

Hint: To see suggestions from the Objective Library, start typing action or subject key words, such as *create, increase, inventory, sales*.

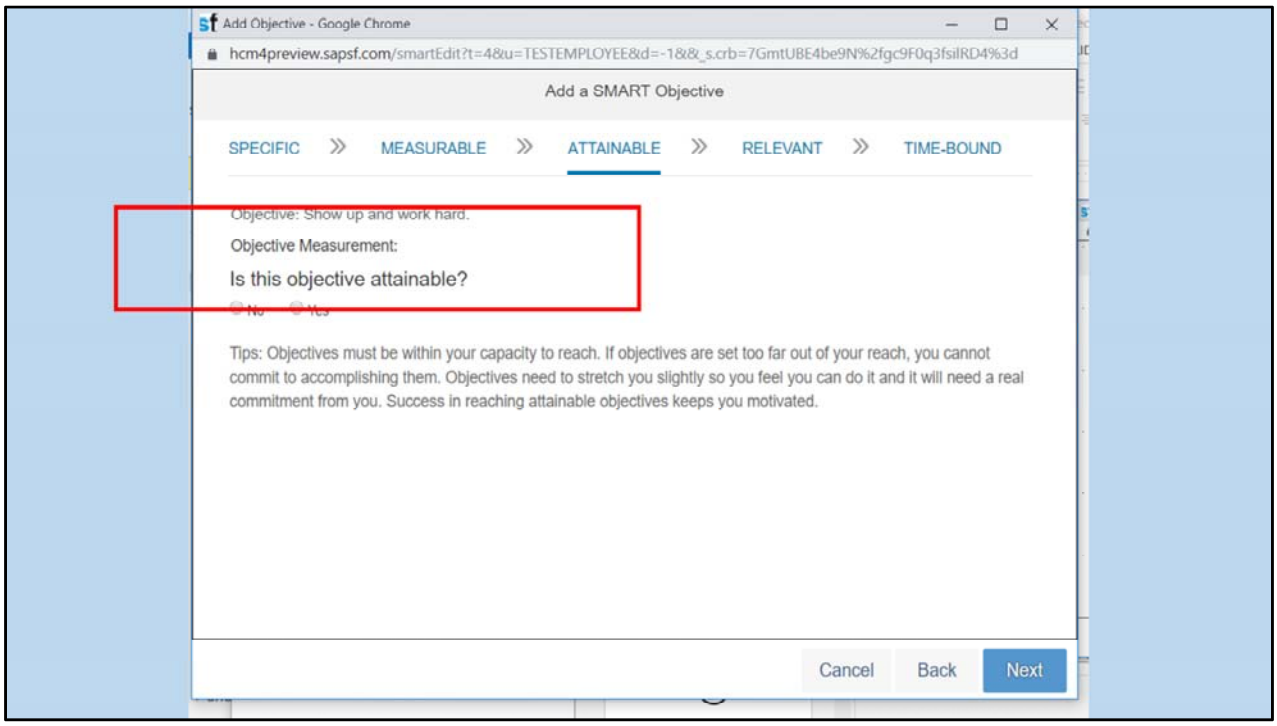
Tips: Objectives should be straightforward and state what you want to happen. Be specific and define what you are going to do. Use action words such as direct, organize, coordinate, lead, develop, plan, etc.



MEASURABLE

How will you measure this objective?

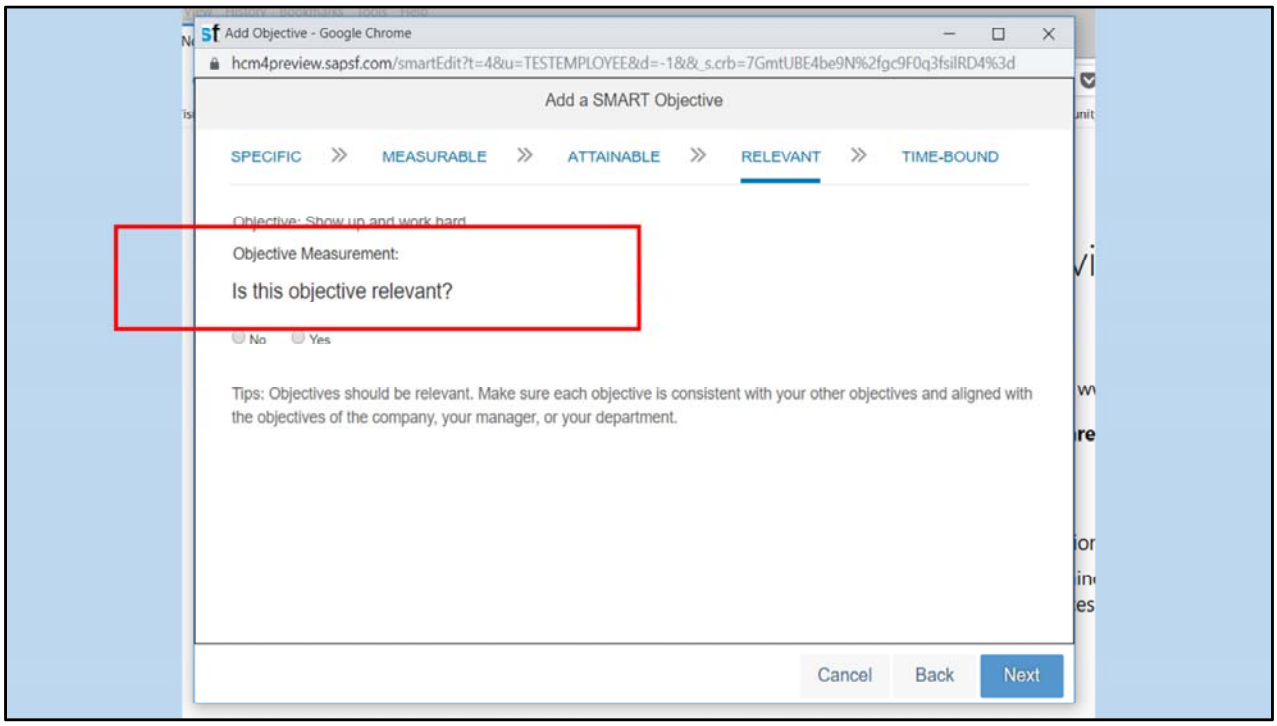
Tips: If you can't measure it, you can't manage it. Choose objectives with measurable progress and establish concrete criteria for measuring the success of your objective.



ATTAINABLE

Is this objective attainable?

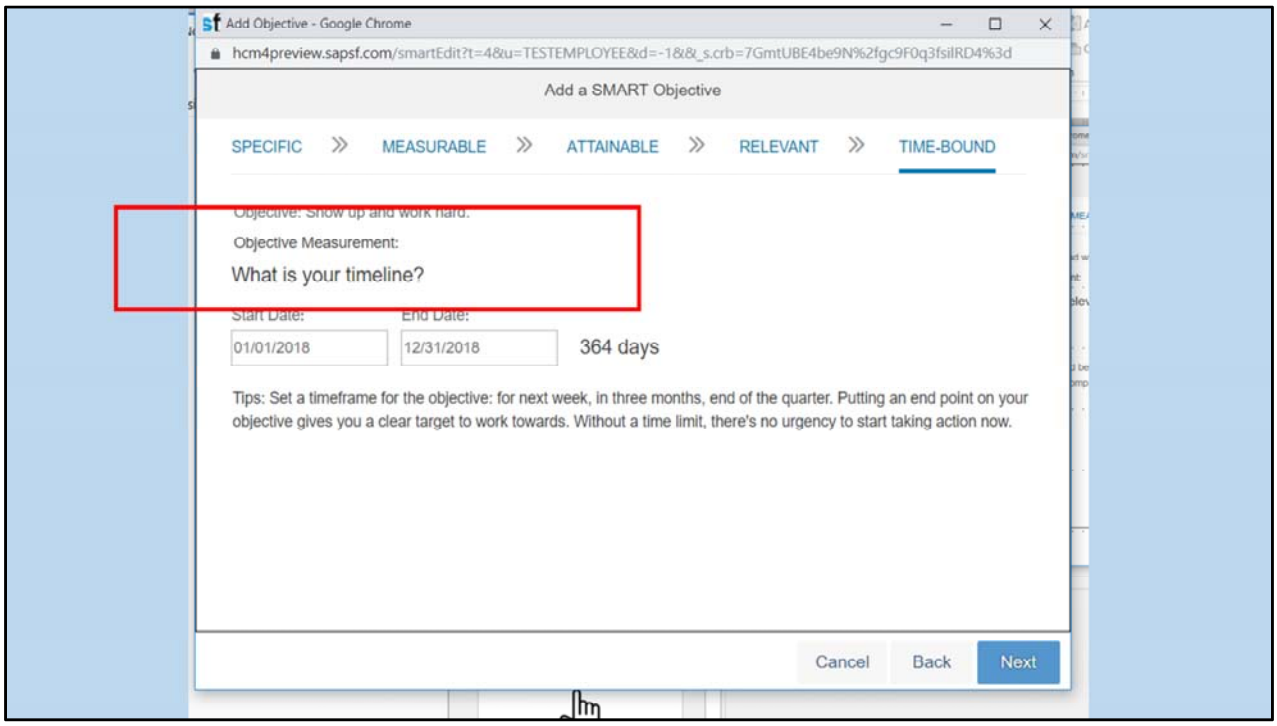
Tips: Objectives must be within your capacity to reach. If objectives are set too far out of your reach, you cannot commit to accomplishing them. Objectives need to stretch you slightly so you feel you can do it and it will need a real commitment from you. Success in reaching attainable objectives keeps you motivated.



RELEVANT

Is this Objective relevant?

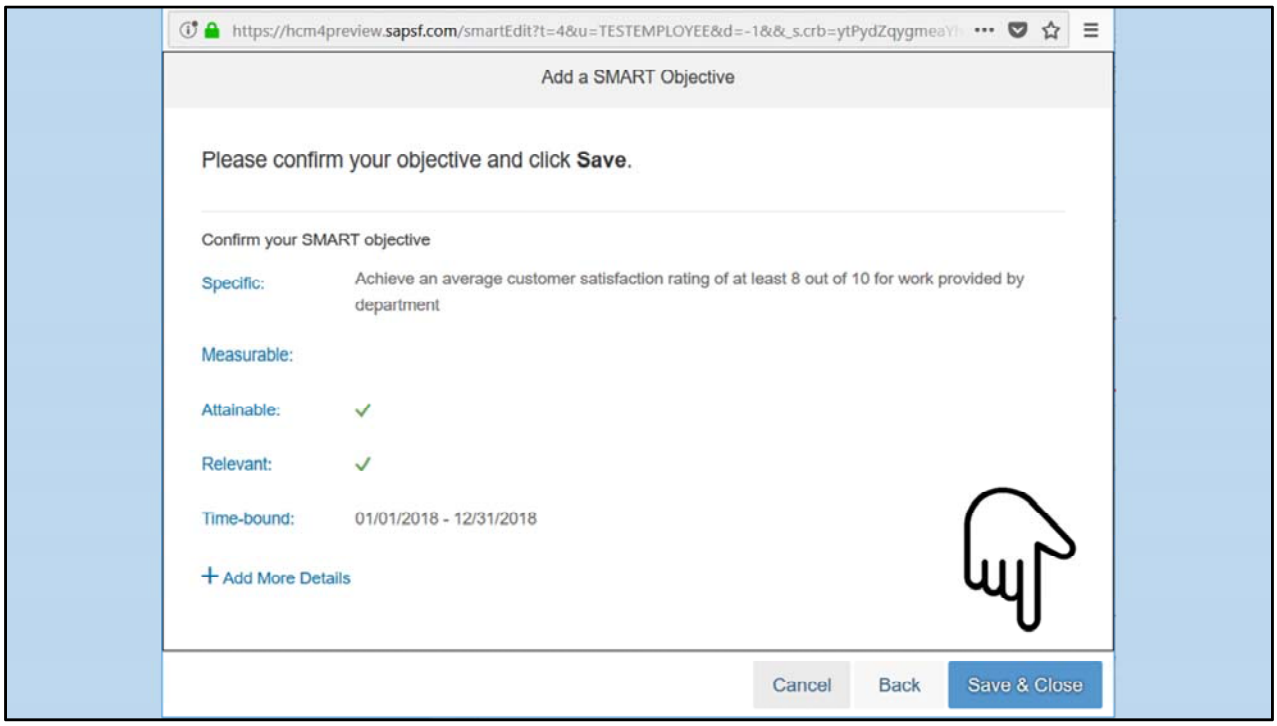
Tips: Objectives should be relevant. Make sure each objective is consistent with your other objectives and aligned with the objectives of the company, your manager, or your department.



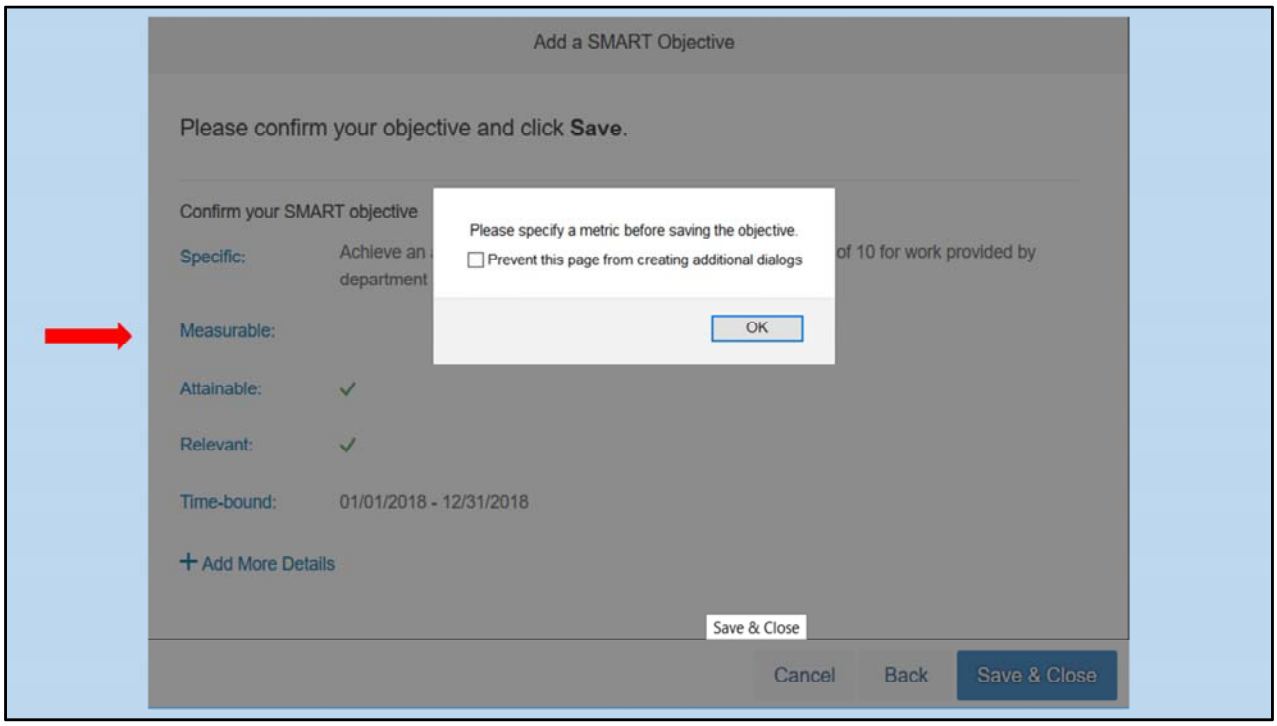
TIME-BOUND

What is your timeline?

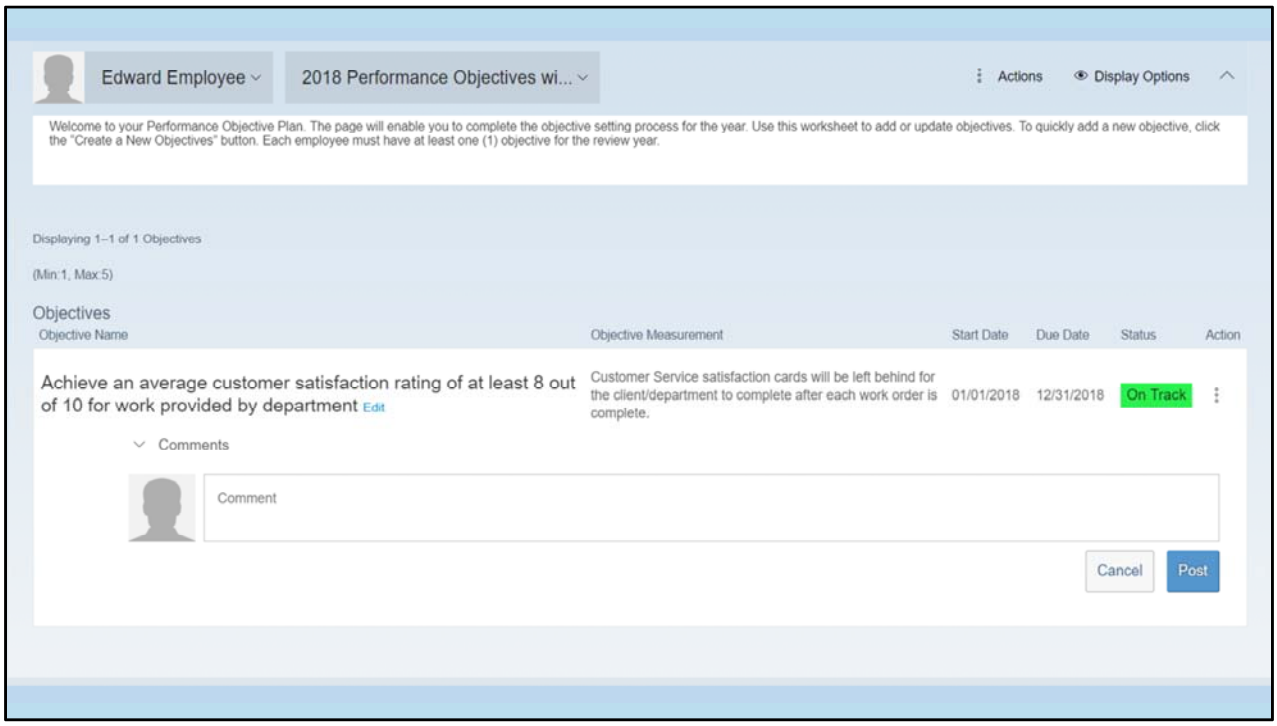
Tips: Set a timeframe for the objective: for next week, in three months, end of the quarter. Putting an end point on your objective gives you a clear target to work towards. Without a time limit, there's no urgency to start taking action now.



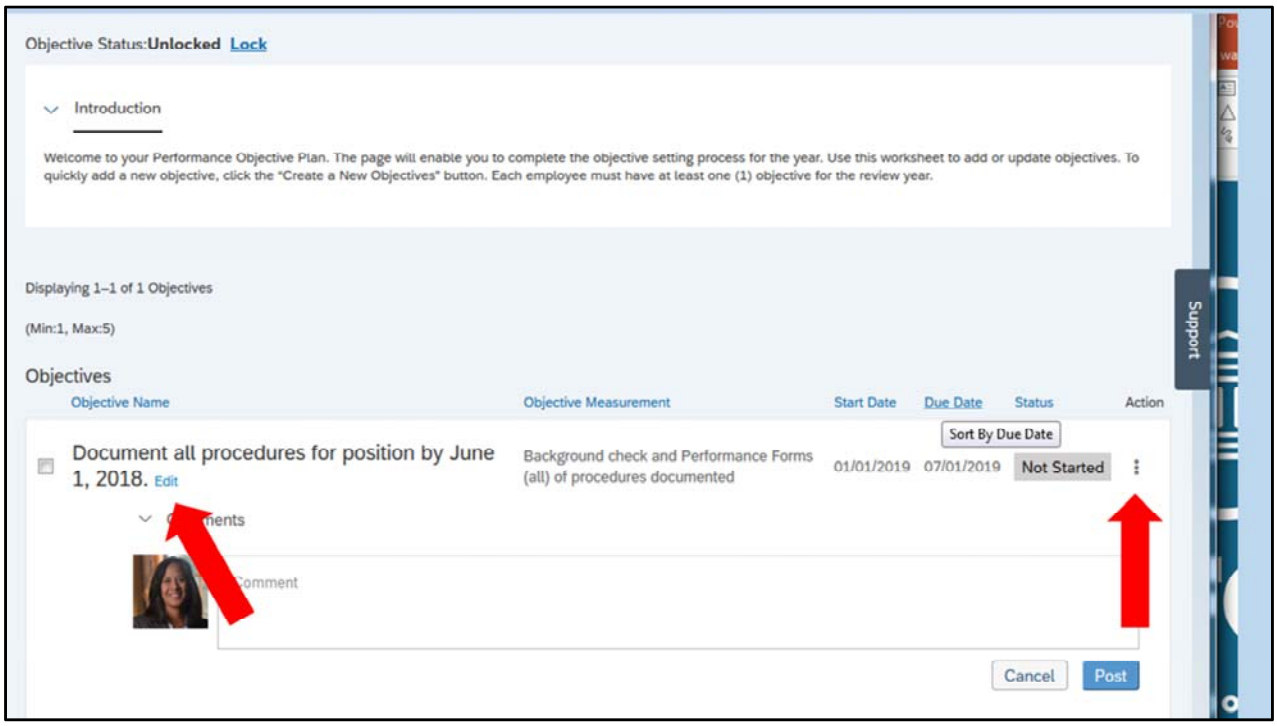
Review the objective and click “Save & Close” to confirm the objectives.



If an item has not been included, an error message will prompt you to add the detail.

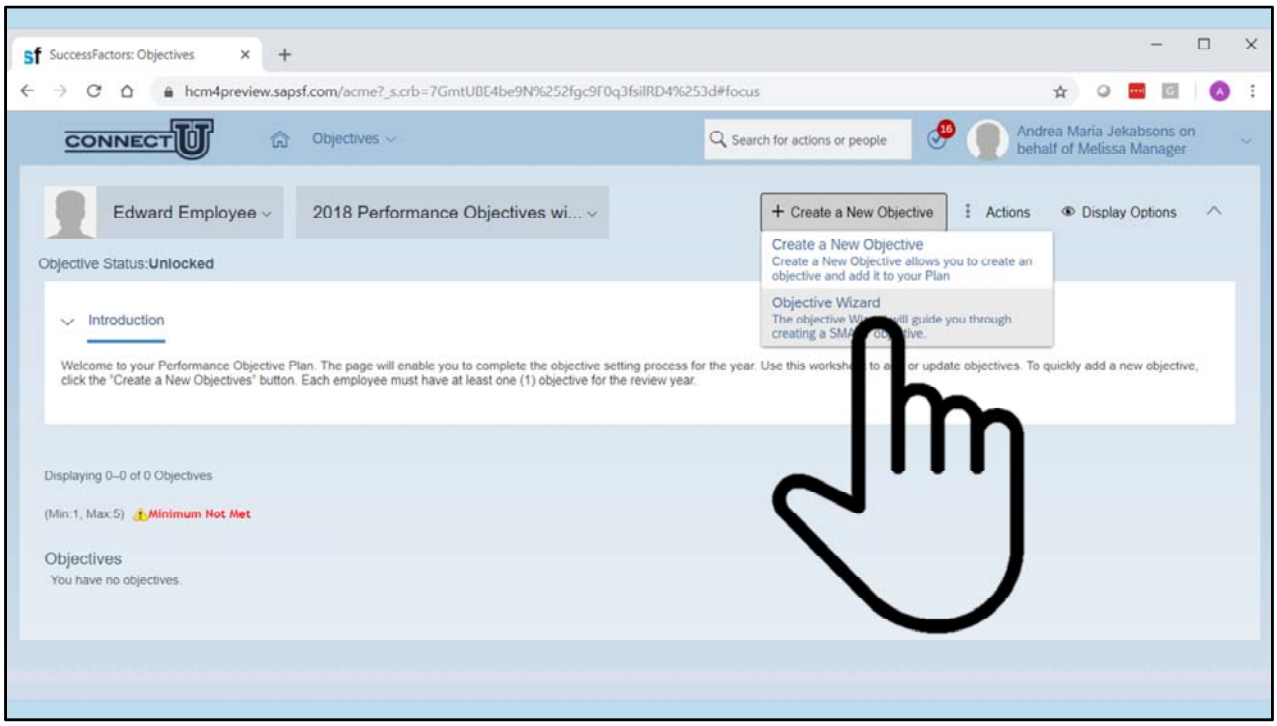


After reviewing and saving the objective, the objective is added and additional comments may be posted.



The objective may be edited or deleted or an additional objectives may be added up to October 31st.

Click the "Edit" link next to the objective or select "Edit Objective" under the "Action" snowman.



Remember, there are three different methods to add an objective. Use your preference.

Create New Objective
- Personal Objective
- Library Objective

Or by using the final option under "+Create a New Objective"
- Objective Wizard to create a SMART objective.

Create objectives by January 31st.

Again, specific objectives are:

- Concrete
- Detailed
- Focused
- Well-defined
- Straightforward
- Action-oriented

Focus on purpose, service, engagement, and excitement – make an impact!

The objectives will be pulled into the Q1 report, mid-year review, Q3 report, and the year end review.
The performance on the objectives will account for 25% of the overall performance rating.

Email hr@olemiss.edu for assistance.