



On the scale of 1-9 which number are you today?

# ePerformance: Goal Setting

Office of Talent & Innovation

July 2023



# Agenda

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BENEFITS OF  
CREATING GOALS



LEVELS OF GOALS



WHERE TO START



HOLISTIC APPROACH  
TO GOAL SETTING



PEOPLESOFT  
E PERFORMANCE  
PROCESS AND DEMO



# Exercise – Going on a Trip

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Where will you go? Let us know in the chat.

The trip is a vacation so that you can recharge. You have \$3,000 to spend.

You leave in one week and have four nights away.

Has your destination changed? Drop a “yes” or “no” in the chat.



# Exercise – Going on a Trip

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Where will you go? Let us know in the chat.

- *Endless possibilities*

The trip is a vacation so that you can recharge. You have \$3,000 to spend.

- *Purpose and available resources*

You leave in one week and have four nights away.

- *Allotted time*

Has your destination changed? Drop a “yes” or “no” in the chat.



# Science Behind Goal Setting

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69%

Employees work harder if they know their work is valued and appreciated.

90%

People perform better with relevant and challenging goals.

33%

More successful in achieving goals than those who formulated outcomes in their heads.



# Why Have Performance Goals

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- Goals help employees connect their work to the mission of the organization.
- Goals help set a clear, defined direction for employees.
- Goals build accountability.
- Goals can provide employees with increased motivation.
- Goals help employees develop strategies to perform at higher levels in pursuit of the goals.



# Levels of Goals

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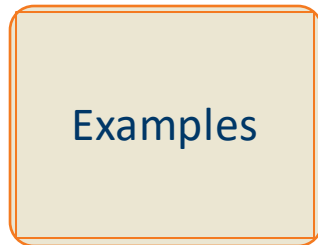




# Departmental Goal

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- These are goals that everyone in the department work towards. The activities department employees performs may differ based on their individual jobs but the work of everyone in the department is tied to and supports these goals.
- Set by department leadership.



*Provide public access to dashboards and business intelligence tools related to the Capital Improvement Program through the U.T. System Guide to Major Capital Project Delivery.*

*-Office of Capital Projects*

*Emphasize quality of work, professional best practices, and encourage creative and innovative ideas.*

*- Controller's Office*



# Job Specific Goal

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- This type of goals applies specifically to an employee and is tied to the activities and/or responsibilities of their job.
- Set by manager and employee together.

## Examples

*Reduce the number of projects without construction cost to 10%.  
- Office of Capital Projects*

*To study for and pass the Society of Human Resources (SHRM) certification exam and a mediation training course.  
- Johnny Reyes, Office of Talent & Innovation*



# Individual Goal

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- Focuses on areas the employee wants and/or needs to develop and the improvement of their skills or advancement in their career.
- Set by employee with manager support.

Examples

*“Improve my ability to perceive another’s emotions, reactions and perspective and to react thoughtfully and empathetically (emotional intelligence).”*

*- Tamra English, Office of General Counsel*

*“Continuing to improve my ability to self-manage.”*

*- Melissa Garcia, Office of Health Affairs*

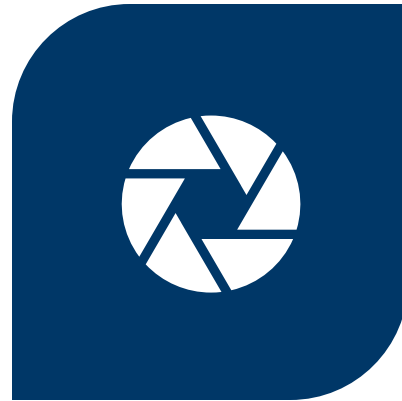


# Equation for Success

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INDIVIDUAL/TEAM  
TALENTS



HOLISTIC GOAL SETTING  
APPROACH



GROWTH AND  
DEVELOPMENT



# Guiding questions for SMART Goals



**Specific:** Which area would you like to focus on developing or growing? What needs to be delivered?



**Measurable:** When it comes to your specific goal, what would you like to do? How do you assess progress?



**Achievable:** Can the goal be realistically accomplished? How will you do it? Is this something that you will be motivated to do?



**Relevant:** How will your goal lead you to your desired results or positively impact UT System, your department, etc.?

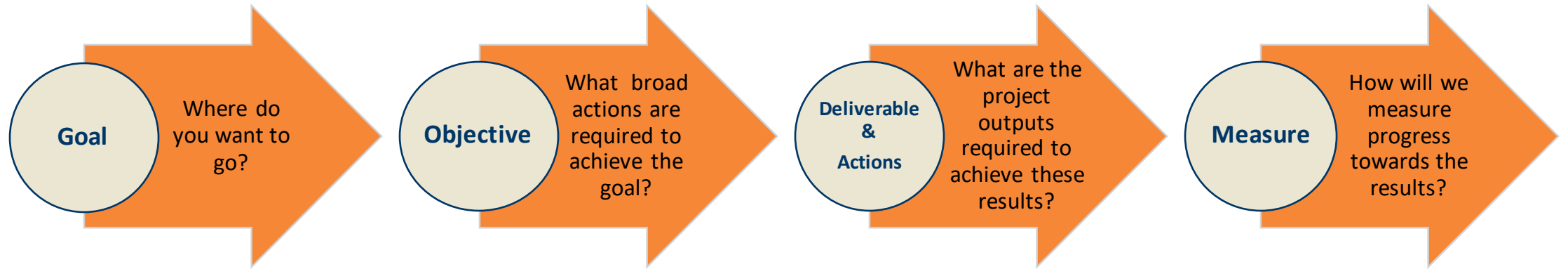


**Time-bound:** When will you do it?

How often?  
Times per day?  
How long?

*Evaluate and adjust goals as needed throughout the year.*

# Goal Setting Worksheet



<p>Review and update 40 UTS policies</p>	<ol style="list-style-type: none"> <li>1. Identify responsible parties</li> <li>2. Create a set of guidelines and deadlines</li> <li>3. Determine approval process</li> </ol>	<ol style="list-style-type: none"> <li>1. Review schedule</li> <li>2. Process/ guidelines document to be shared with stakeholders</li> </ol>	<p>Meeting a set quota of 5 reviewed policies per month</p>
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# Individual/Team Talents and Holistic Approach

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DETERMINE YOUR CURRENT  
STATE (WHAT YOU ARE  
GOOD AT)



DETERMINE YOUR FUTURE  
STATE (MAKE THE MOST OF  
WHAT YOU DO BEST)



IDENTIFY THE GAPS (WHAT  
DO I NEED, WHAT DO I  
LOVE/DISLIKE)



CREATE ACTION STEPS  
(HOW DO I APPLY WHAT I'M  
GOOD AT TO GET THERE)

“the single biggest threat to our own wellbeing tends to be ourselves”  
— Tom Rath, Wellbeing: The Five Essential Elements

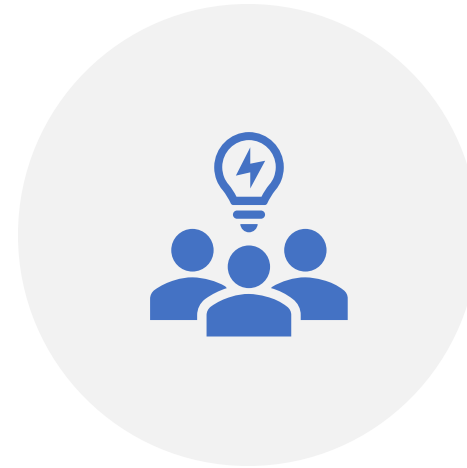


# Visualization Exercise

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POSITIVPSYCHOLOGY.COM IS A COMMUNITY OF PRACTITIONERS. THIS VISUALIZATION TOOL WAS CREATED BY HUGO ALBERTS, PH.D., FOUNDER OF POSITIVPSYCHOLOGY.COM.



MENTAL IMAGERY OF FUTURE EVENTS IS A TECHNIQUE THAT HELPS PEOPLE “ENVISION POSSIBILITIES AND DEVELOP PLANS FOR BRINGING THOSE POSSIBILITIES ABOUT.”





# Visualization Debrief

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HOW DID THIS VISUALIZATION  
RESONATE WITH YOU?



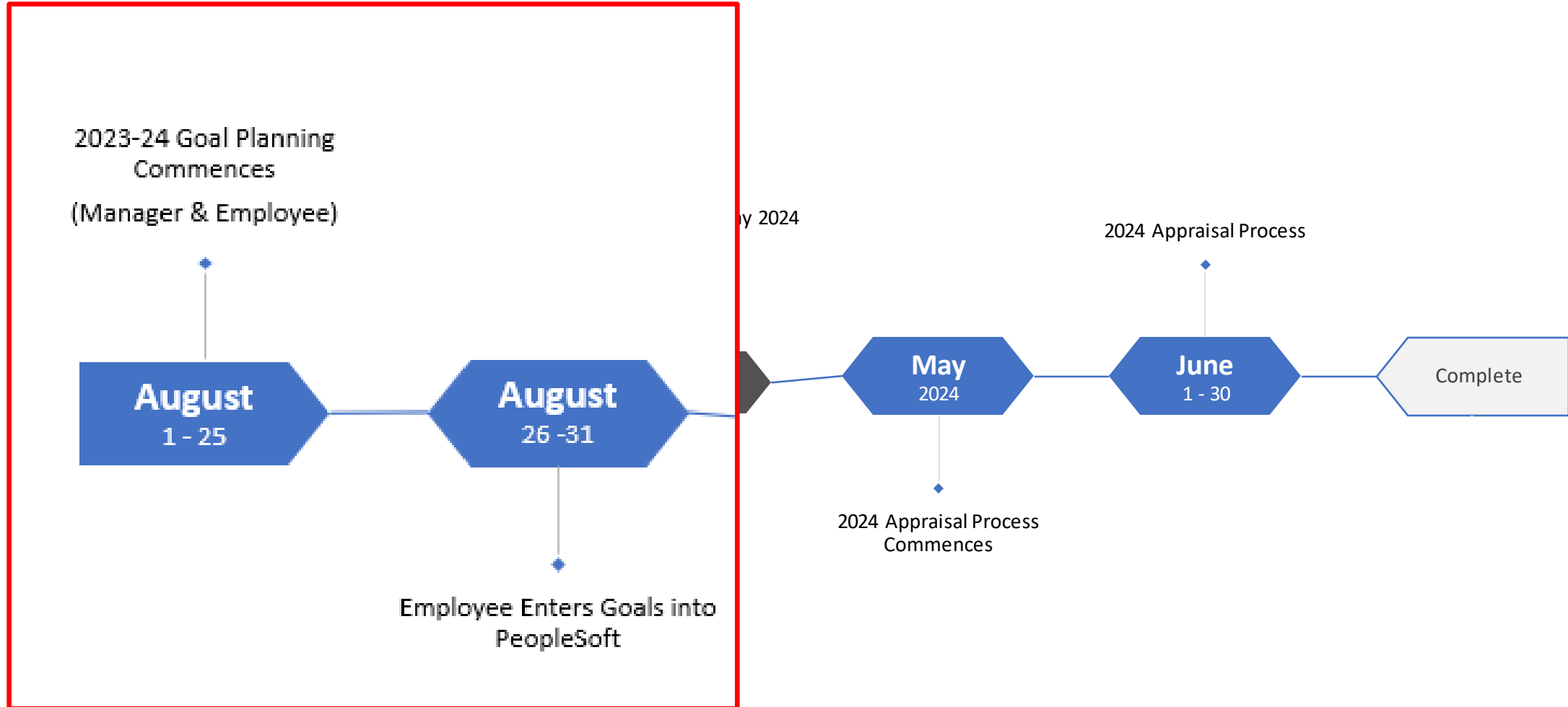
WHAT DID YOU LEARN FROM THIS  
EXERCISE?



ARE THERE ANY INSIGHTS THAT YOU  
CAN USE TO MOVE CLOSER TO YOUR  
GOALS?

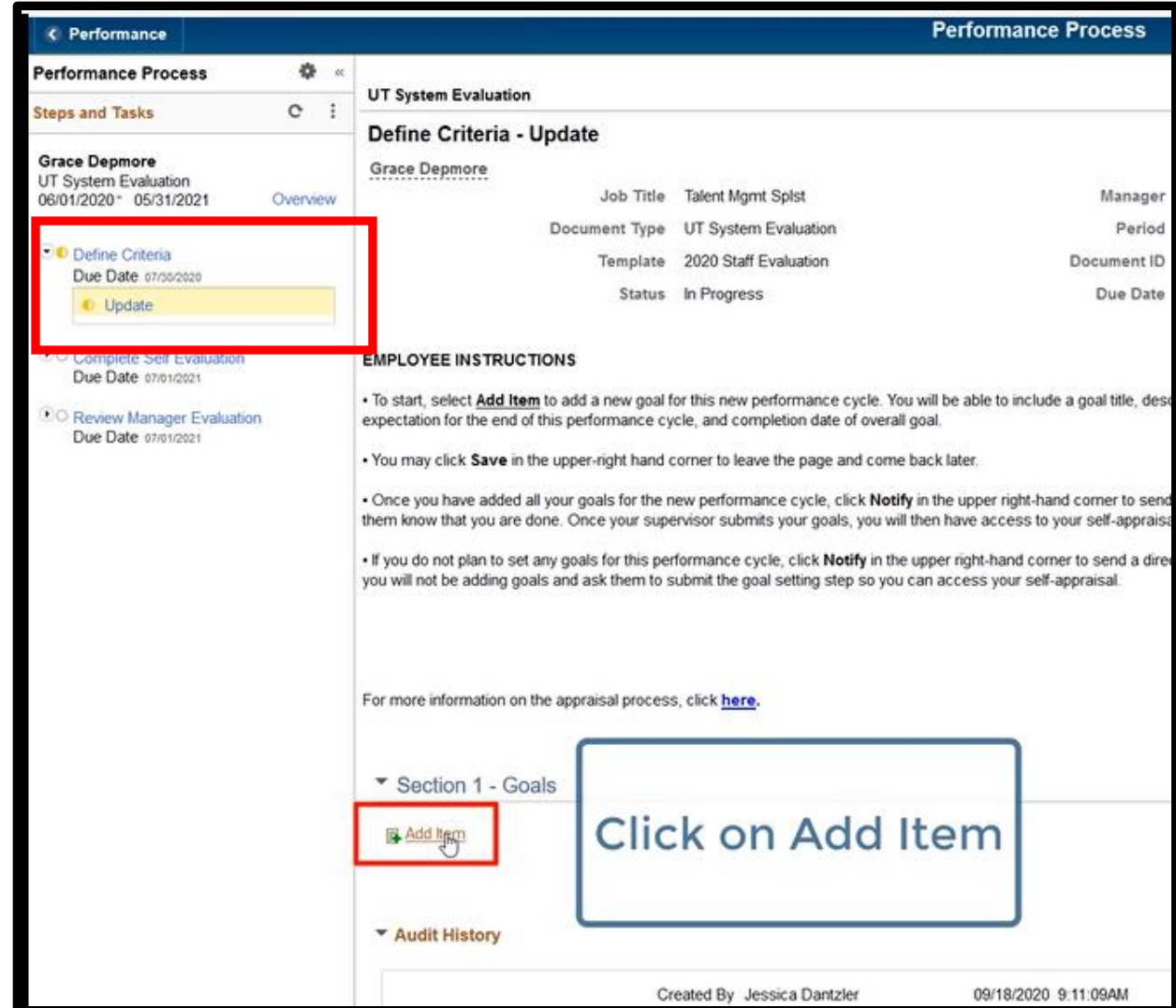


# Goal Process Timeline



# Setting Up For Success

Completing the goal submission steps by August 31 will eliminate disruption to initiating your 2024 appraisal process.



The screenshot displays the 'Performance Process' interface for 'UT System Evaluation'. The left sidebar shows a 'Steps and Tasks' list with 'Define Criteria' highlighted in yellow and enclosed in a red box. Below it are 'Complete Self Evaluation' and 'Review Manager Evaluation'. The main content area is titled 'Define Criteria - Update' and shows details for 'Grace Depmore', including Job Title (Talent Mgmt Splst), Document Type (UT System Evaluation), Template (2020 Staff Evaluation), and Status (In Progress). Below this is an 'EMPLOYEE INSTRUCTIONS' section with bullet points. At the bottom, under 'Section 1 - Goals', the 'Add Item' button is highlighted with a red box and a blue callout box says 'Click on Add Item'. The footer indicates 'Created By Jessica Dantzier' and the date '09/18/2020 9:11:09AM'.



# Tips For Managers

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- Set aside time typically allocated to a staff meeting for team members to work on goals.
- During 1:1 meetings, ensure goals are regularly part of the agenda.
- Encourage team members to set aside a block of time each day to work on crafting goals.
- Model to your team that goal setting is a priority, and personal/professional growth is valued.



# Demo

The screenshot displays the 'Employee Self Service' portal. At the top, there is a navigation bar with 'The University of Texas System' logo, a 'Menu' dropdown, and a search bar labeled 'Search in Menu'. Below the navigation bar, the main content area is titled 'Employee Self Service' and contains a grid of service tiles. The tiles are arranged as follows:

- HRMS Approvals:** 8 pending items.
- Financial Approvals:** 2 pending items.
- UT System Announcements:** Includes 'Timesheet Training Resources' by Lesley Anne Ducran.
- UTSYS Careers:** Career opportunities.
- My Reports:** Oracle PeopleSoft reports.
- Delegations:** Management delegation tools.
- OnBoarding:** New hire onboarding resources.
- UTPB Careers:** Career opportunities for UTPB.
- Time and Attendance:** Time tracking and attendance records.
- Payroll and Compensation:** Payroll information and compensation details.
- Personal Details:** Personal information management.
- Talent Profile:** Employee profile and performance metrics.
- Performance:** Performance reviews, with a 'Next Due Date 07/30/2022' highlighted in a red box.
- Benefits Summary:** Summary of employee benefits.
- eForms:** Electronic forms for various HR processes.



# Next Steps

- Meet to discuss goals with your supervisor.
- Use the ePerformance Goal Setting job aids and technical videos to log into PeopleSoft and get started.
- HR Business Partner will hold “office hours” for additional support.

Date	Time	Date	Time
Tuesday, 8/8/2023	11:00 AM – 12:00 PM	Monday, 8/21/2023	2:00 PM – 3:00 PM
Thursday, 8/10/2023	2:00 PM – 3:00 PM	Tuesday, 8/22/2023	1:00 PM – 2:00 PM
Wednesday, 8/16/2023	2:00 PM – 3:00 PM	Wednesday, 8/30/2023	11:00 AM – 12:00 PM
Thursday, 8/17/2023	11:00 AM – 12:00 PM	Thursday, 8/31/2023	1:00 PM – 2:00 PM

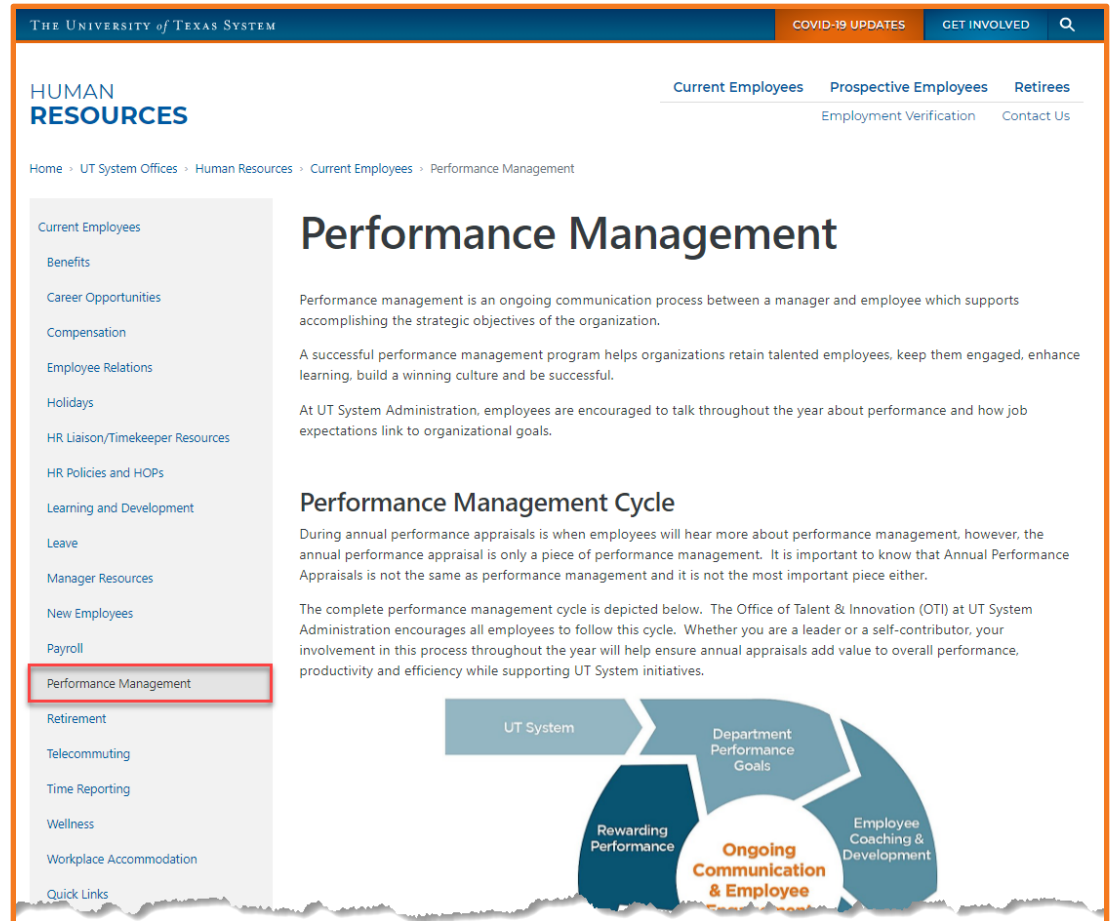
Zoom Link: <https://utsystem.zoom.us/j/95828164387?pwd=U3ZGYllQS3g0Zktua3hkRFZEOUVHZz09>



# Resources

## OHR Performance Management Website

- Employee & Manager Job Aids
- Employee & Manager Technical Videos
- Goal Setting Worksheet
- Live Training Recording (by 7/28)



The screenshot displays the 'Performance Management' page on the OHR website. The page features a navigation menu on the left with 'Performance Management' highlighted. The main content area includes a definition of performance management, a 'Performance Management Cycle' diagram, and a 'Quick Links' section.

**Performance Management**

Performance management is an ongoing communication process between a manager and employee which supports accomplishing the strategic objectives of the organization.

A successful performance management program helps organizations retain talented employees, keep them engaged, enhance learning, build a winning culture and be successful.

At UT System Administration, employees are encouraged to talk throughout the year about performance and how job expectations link to organizational goals.

**Performance Management Cycle**

During annual performance appraisals is when employees will hear more about performance management, however, the annual performance appraisal is only a piece of performance management. It is important to know that Annual Performance Appraisals is not the same as performance management and it is not the most important piece either.

The complete performance management cycle is depicted below. The Office of Talent & Innovation (OTI) at UT System Administration encourages all employees to follow this cycle. Whether you are a leader or a self-contributor, your involvement in this process throughout the year will help ensure annual appraisals add value to overall performance, productivity and efficiency while supporting UT System initiatives.

**Performance Management Cycle Diagram:**

- UT System
- Department Performance Goals
- Employee Coaching & Development
- Ongoing Communication & Employee
- Rewarding Performance



# Questions?

