How to Enter SMART Goals

ePerformance
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Status</th>
<th>Period Begin / Period End</th>
<th>Next Due Date</th>
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</thead>
<tbody>
<tr>
<td>UTSA Performance Evaluation</td>
<td>Define Criteria</td>
<td>09/01/2022 - 09/30/2023</td>
<td>11/30/2022</td>
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<tr>
<td>UTSA Probationary Review</td>
<td>Approval - Approved</td>
<td>07/12/2021 - 01/12/2022</td>
<td>12/23/2021</td>
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</table>
UTSA Performance Evaluation

Define Criteria - Update

**My Name**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>My Title</th>
<th>Manager</th>
<th>Manager’s Name</th>
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**Document Type**
UTSA Performance Evaluation

**Template**
Individual Contributor: FY2023

**Status**
In Progress

**Period**
09/01/2022 - 08/31/2023

**Document ID**
2666

**Due Date**
11/30/2022

Instructions: Employee Goal Setting

- To start, select **Add Item** to add a new goal for this new performance cycle. Be sure to **Save** your work often.
- For those employees that also have a KPI tab, navigate to that tab and then select **Add Item** to begin entering your KPIs.
- Once you have finished entering the required items click **Notify** in the upper right-hand corner to send a direct email message to your manager letting them know that you are done.

**Section 1 - Goals**

**Add Item**

**Audit History**

Created By Administrator 02/2 9:51:21AM
‘Add your own Item’ – when creating your own goals
‘Copy Item from Manager Document’ – when cascading goals
‘Copy Item from My Documents’
– when you need to carry over a goal from the previous performance period
For more training on SMART Goals: www.utsa.edu/hr
SMART Goals:
- Specific
- Measurable
- Achievable
- Relevant
- Time-Based

Go to www.utsa.edu/hr for more training materials about SMART Goals.
It is recommended to add 3 – 5 SMART Goals.
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