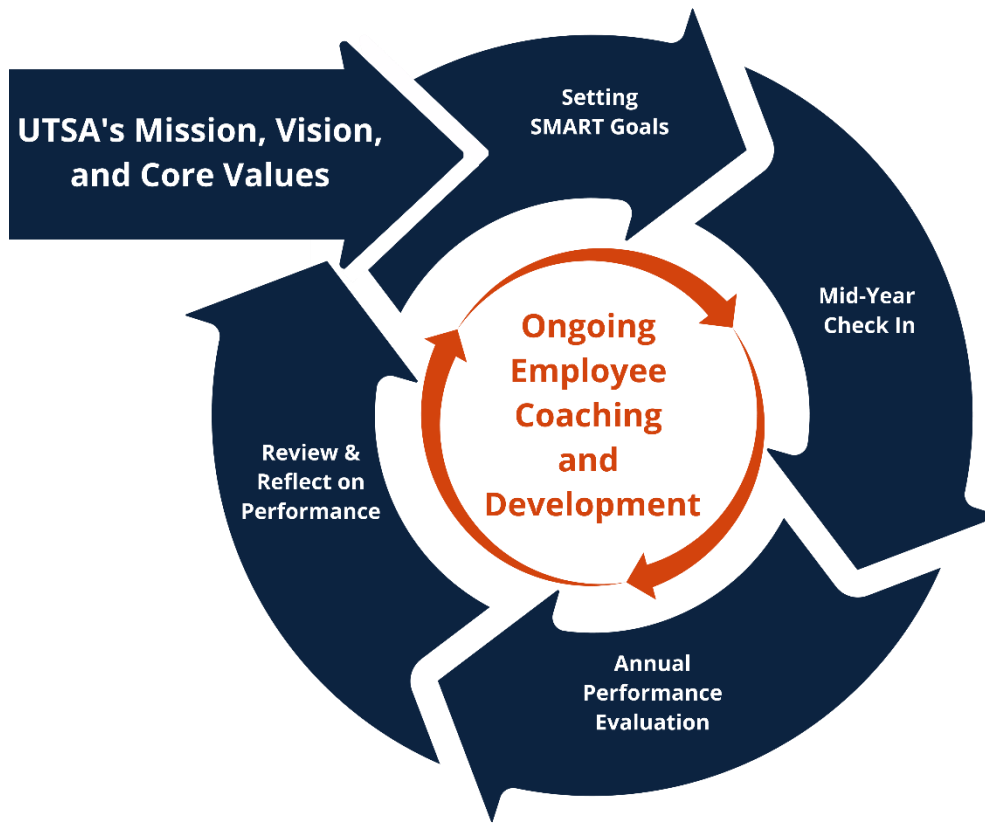


**UTSA** People Excellence

Employee Guide:  
Entering  
SMART Goals



The first step of the performance process is setting SMART goals for the performance year. A SMART goal is defined as one that is:

- S**pecific
- M**easurable
- A**chievable
- R**elevant
- T**ime-bound

It is recommended that each employee develops three to five SMART goals that are:

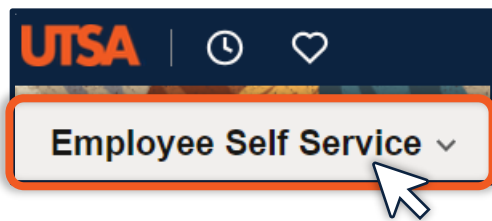
- strategic in nature (not daily tasks)
- created collaboratively by the employee and their supervisor
- aligned to the goals of the team and department

This guide provides the step-by-step process for entering your goals in your Performance Evaluation within PeopleSoft. Additional resources to guide you through the process of creating SMART goals can be found on the [Performance Management Website](#).

After goals have been entered, you and your manager should set aside time throughout the year to discuss the goals, including progress, adjustments and questions that may have surfaced. It is recommended that employees create a folder to save notes and evidence of goal progress and performance.

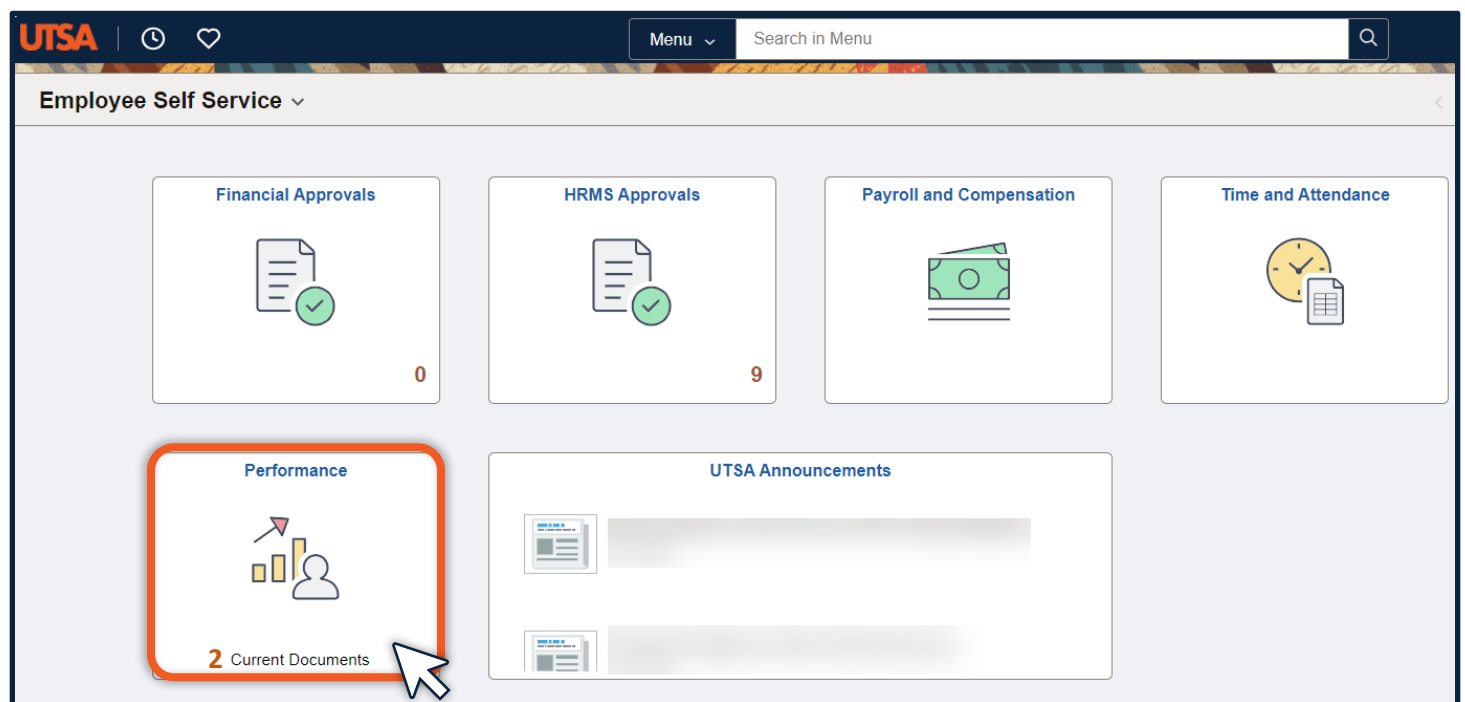
## Step 1 of 9 – Employee Self-Service

Select the **Employee Self-Service** on the PeopleSoft Homepage.



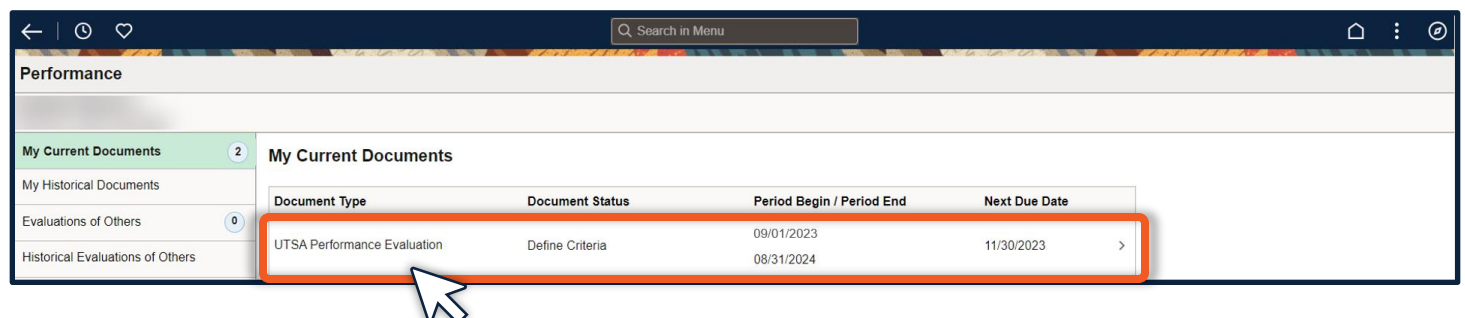
## Step 2 of 9 – Performance Tile

Select the **Performance** tile.



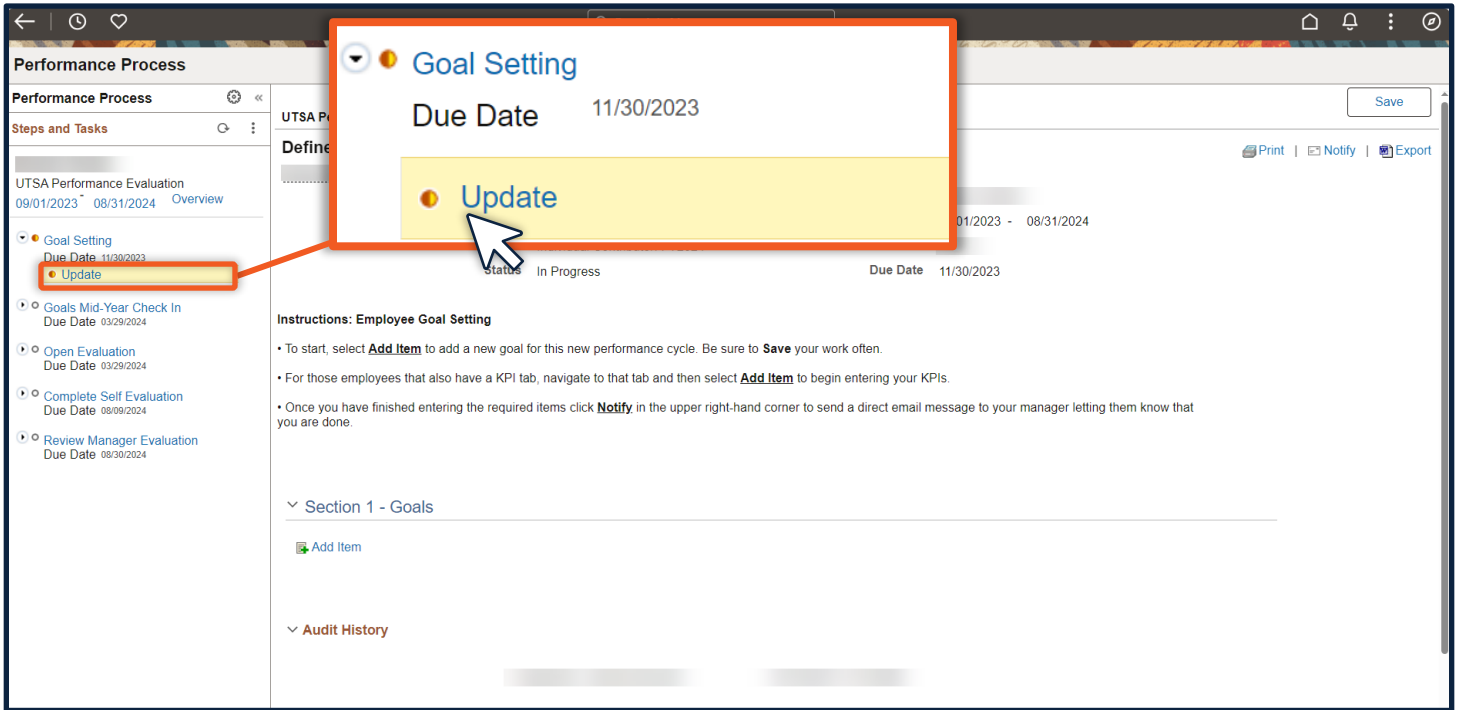
## Step 3 of 9 – My Current Documents

The performance documents will appear under **My Current Documents**. Select the **UTSA Performance Evaluation** for the current year.



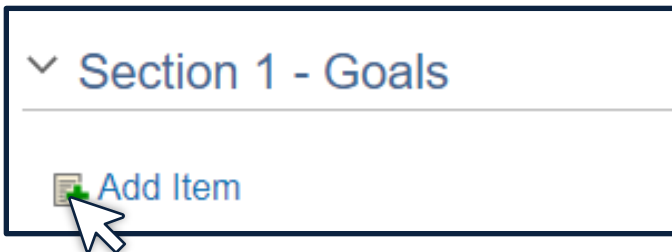
## Step 4 of 9 – Goal Setting

Select **Update** in the Goal Setting section of the task bar.

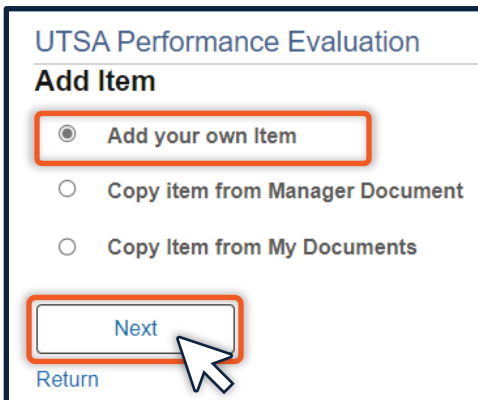


## Step 5 of 9 – Add Item

To begin adding goals, select **Add item**.



Select “Add your own item” to create a new goal.  
Then, select **Next**.



## Step 6 of 9 – Goal Title and Description

Give your goal a “Title” and then use the “Description” box to type out your SMART goal. Select the checkmark icon to the right of the box to spell check your work. Select **Add** when you are finished typing your SMART goal.

**Note:** To learn more about writing SMART Goals, see these resources: [How to Create a Smart Goal – Microlearning Module](#), [Guide for Creating SMART goals](#), [Smart Goal Worksheet – Fillable PDF Form](#)

UTSA Performance Evaluation

**Add Your Own Item**

\*Title: Improve Customer Satisfaction

Description: To improve customer satisfaction, I will decrease the average customer response time from 48 hours to 24 hours by creating a more efficient process for prioritizing needs and the assignment of service requests to be fully implemented by August 20XX.

Spell check

Add

Return

Your SMART goals will populate under **Section 1- Goals**.

To edit a goal, select the pencil icon.

To delete a goal, select the trash can icon.

Section 1 - Goals

Expand | Collapse | Add Item

Improve Customer Satisfaction

Description: To improve customer satisfaction, I will decrease the average customer response time from 48 hours to 24 hours by creating a more efficient process for prioritizing needs and the assignment of service requests to be fully implemented by August 20XX.

Created By: [Redacted]

Edit Delete

## Step 7 of 9 - Save

Select **Save** in the upper right-hand corner between each entry to ensure that no work is lost.

UTSA Performance Evaluation

Define Criteria - Update

Print | Notify | Export

Expand | Collapse | Add Item

Improve Customer Satisfaction

Description: To improve customer satisfaction, I will decrease the average customer response time from 48 hours to 24 hours by creating a more efficient process for prioritizing needs and the assignment of service requests to be fully implemented by August 20XX.

Created By: [Redacted]

Save

## Step 8 of 9 – Continue Entering Goals & Save

Repeat steps 6 -8 until you have entered all of your SMART goals.

(**Remember:** you should have between three and five SMART goals for the current performance year.)

After each goal you add, select **Save**.

UTSA Performance Evaluation

Define Criteria - Update

Print | Notify | Export

Section 1 - Goals

Expand | Collapse | Add Item

- > Improve Customer Satisfaction
- > Time Management
- > Leadership Development

Save

**Note:**

- Selecting **Collapse** will hide the descriptions so that only the goal titles are visible
- Selecting **Expand** will allow you to view all of your goals and their descriptions (*See image below*)
- Selecting the arrow will toggle between expand/collapse for specific goals

Select the arrow to toggle between expand/collapse

Expanded View of Goals

UTSA Performance Evaluation

Define Criteria - Update

Improve Customer Satisfaction

Description: To improve customer satisfaction, I will decrease the average customer response time from 48 hours to 24 hours by creating a more efficient process for prioritizing needs and the assignment of service requests to be fully implemented by August 200X.

Created By: \_\_\_\_\_

Time Management

Description: Over the next performance cycle, I will use a planner to block out my schedule for work-related tasks (including projects) and review it daily to keep myself on track.

Created By: \_\_\_\_\_

Leadership Development

Description: \_\_\_\_\_

Created By: \_\_\_\_\_

SOP's for eCourse Requests and Creation

Description: \_\_\_\_\_

Created By: \_\_\_\_\_  
Last Modified By: \_\_\_\_\_

## Step 9 of 9 – Save and Notify

Once complete, select **Save** again and then select **Notify** to send a direct email to your supervisor letting them know that your goals are entered and ready for review.

Save

Print | Notify | Export

### Note:

- **Print** allows you to create a PDF of your evaluation
- **Export** allows you to create an editable Word document of your evaluation