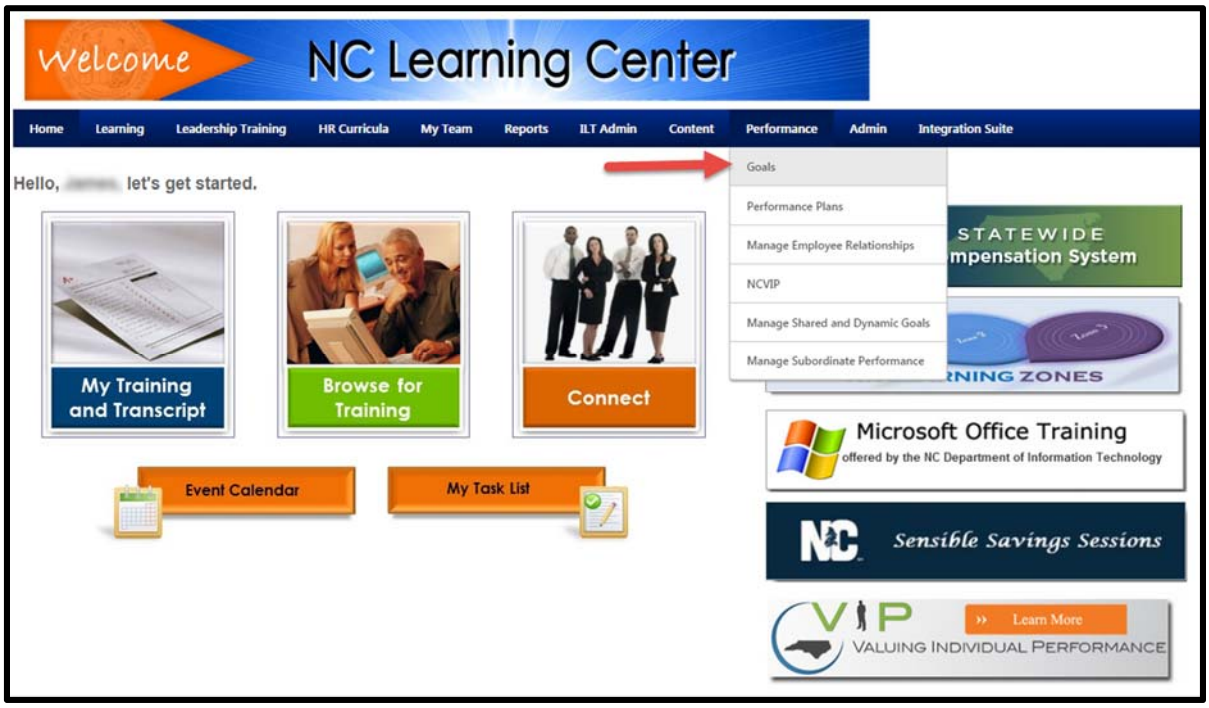
CREATING GOALS

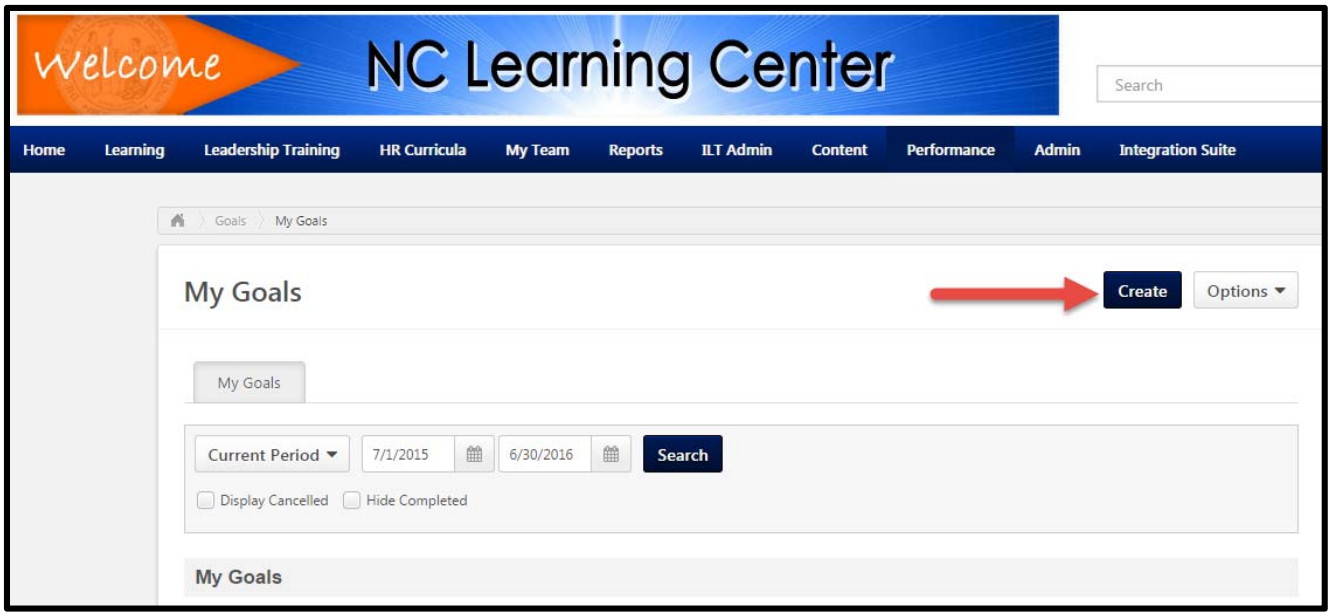
Below are the steps required to create a goal. Goals should only be created by supervisors or indirect supervisors, after gaining approval from your NCVIP Core Team Representative. If an indirect supervisor creates a goal for an employee, the goal must be approved by the direct supervisor (as listed in Beacon) in NCVIP before it is assigned to the employee.

Supervisors should refer to the spreadsheet provided by their NCVIP Core Team Representative.
ALL NEW GOALS MUST BE APPROVED BY AN NCVIP CORE TEAM REPRESENTATIVE BEFORE CREATION.

1. From the Welcome screen, hover over performance and select **Goals**.



2. Click **Create.**

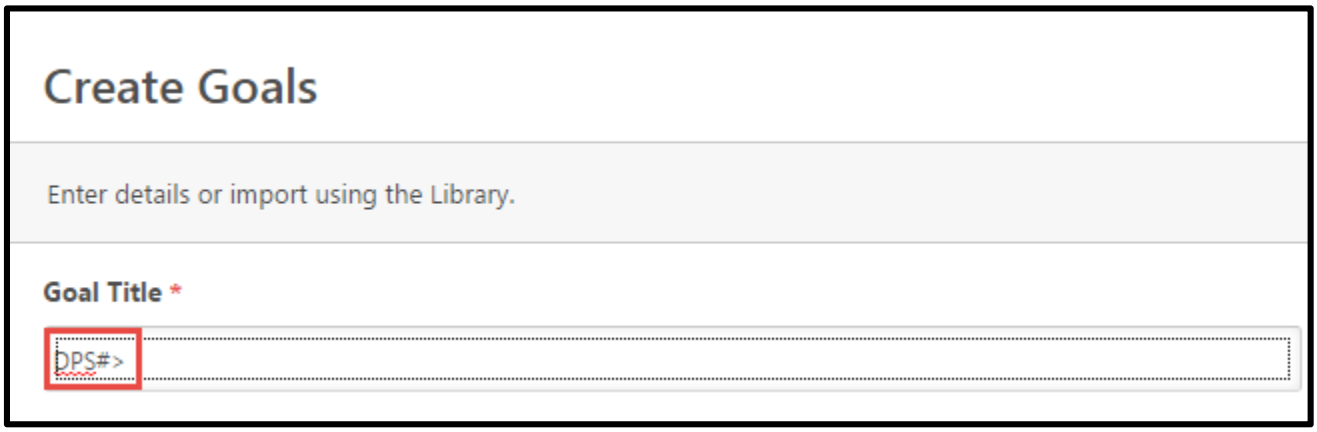


For steps 3-11, refer to the Goal Spreadsheet provided by your NCVIP Core Team Representative

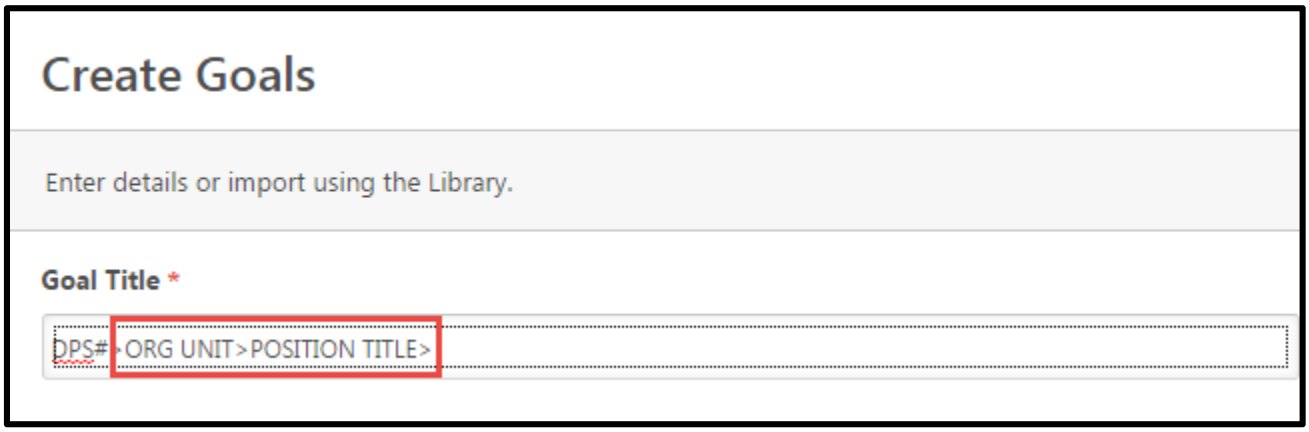
3. Determine which DPS Goal the new goal will align with:

   Prevent - DPS1
   Protect - DPS2
   Prepare - DPS3
   Perform - DPS4
   People - DPS5

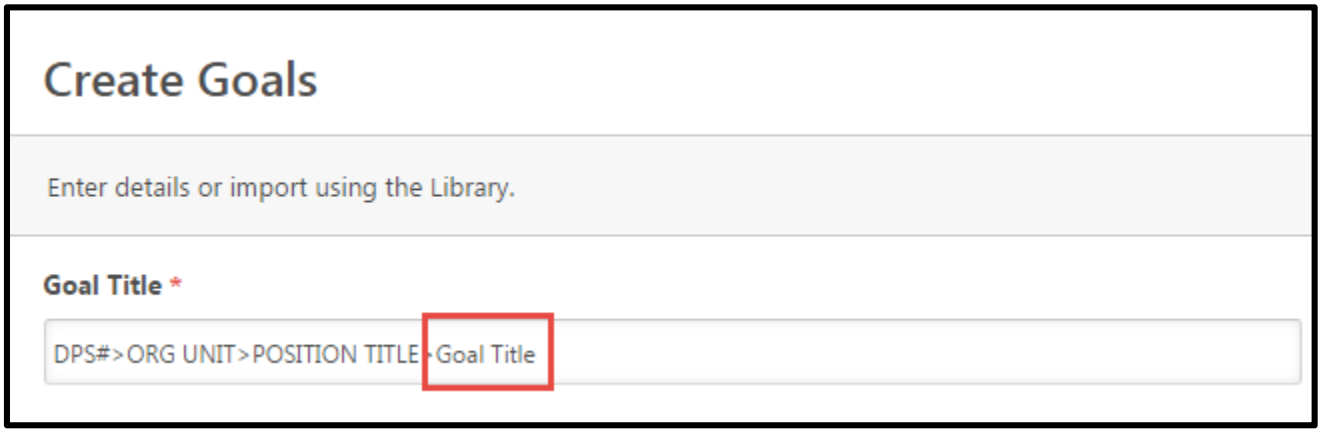
   Type the DPS Goal in the **Goal Title** section of the Create Goals screen as pictured below.



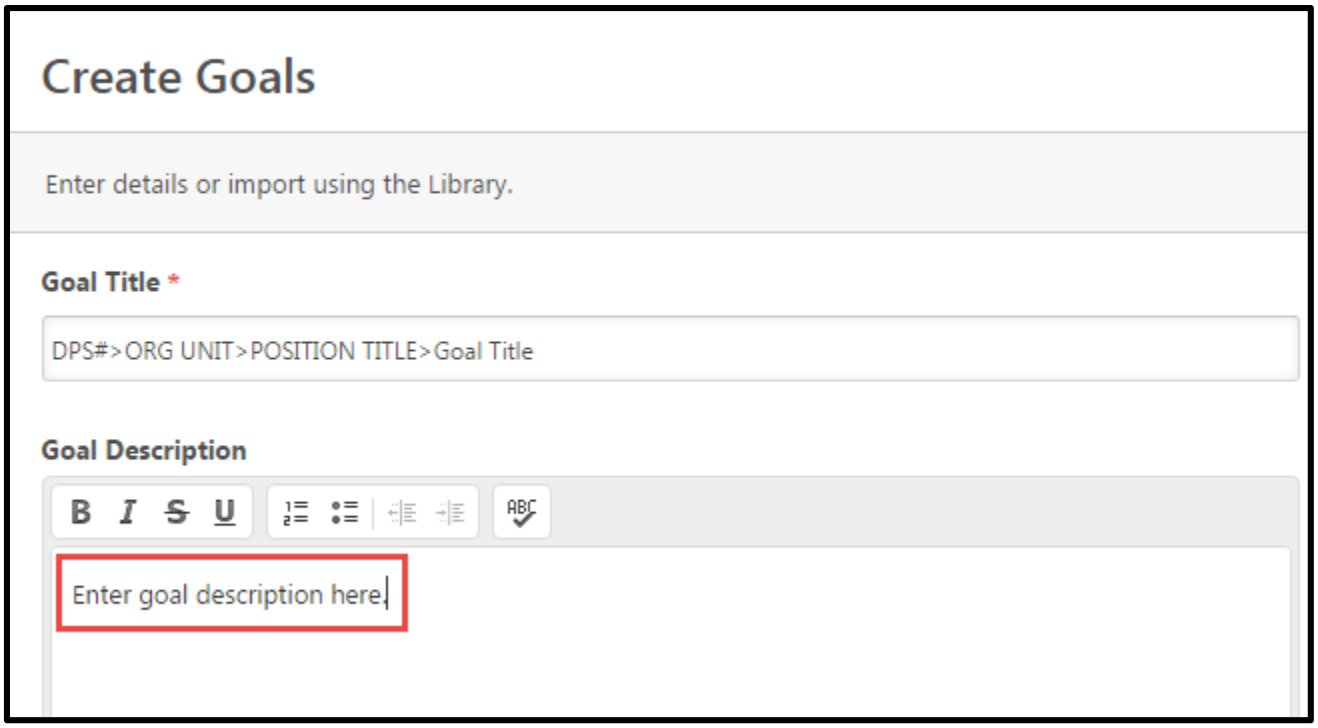
4. Using all caps, enter your Organizational Unit and Position Title in the **Goal Title** section of the Create Goals screen. *Reference existing goals in performance plan for Organizational Unit and Position title.*



5. Next, add the **Goal Title.**
   Be sure not to include a DPS Value (ex. Safety, Customer Service) in the name of the goal.

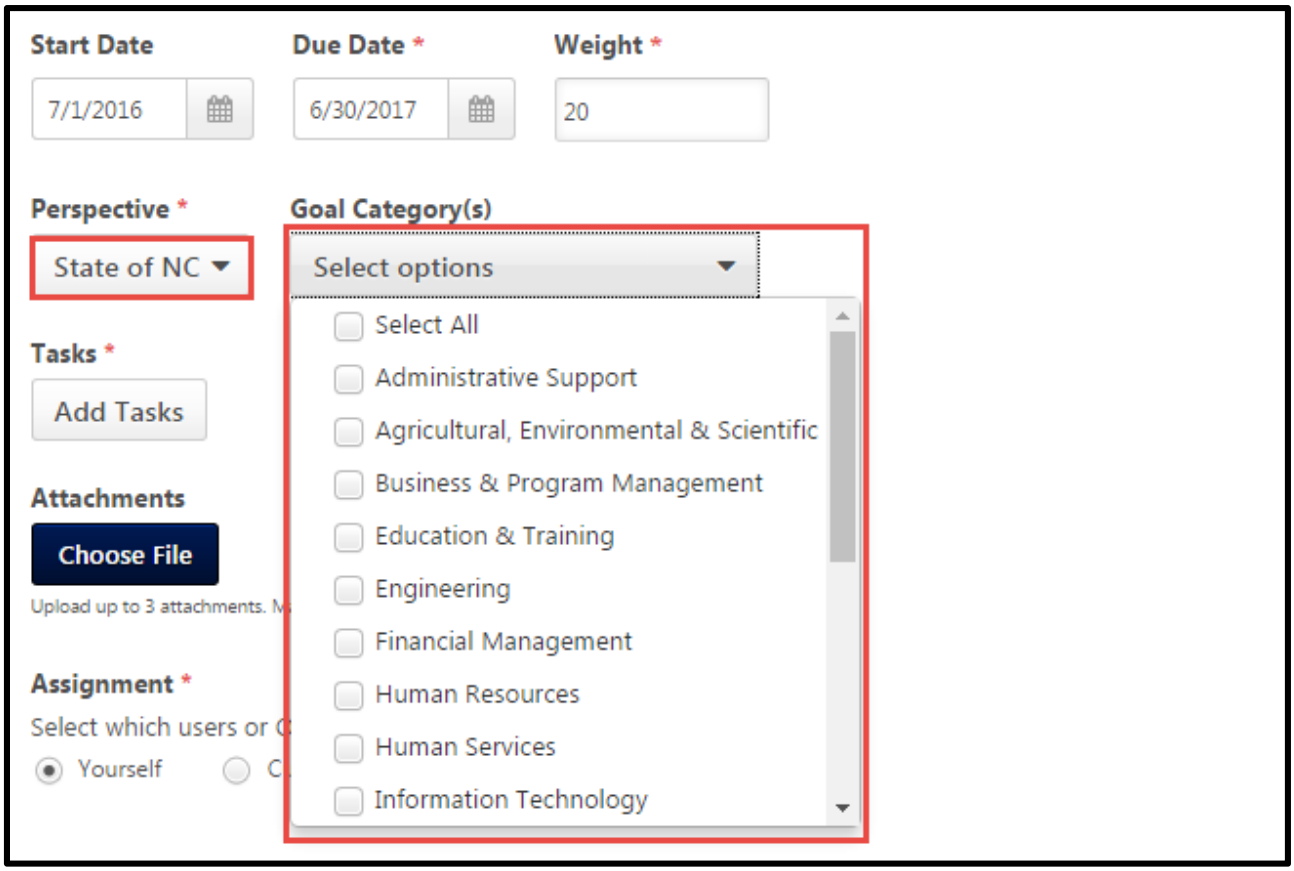


6. Type the goal description in the **Goal Description** text box.

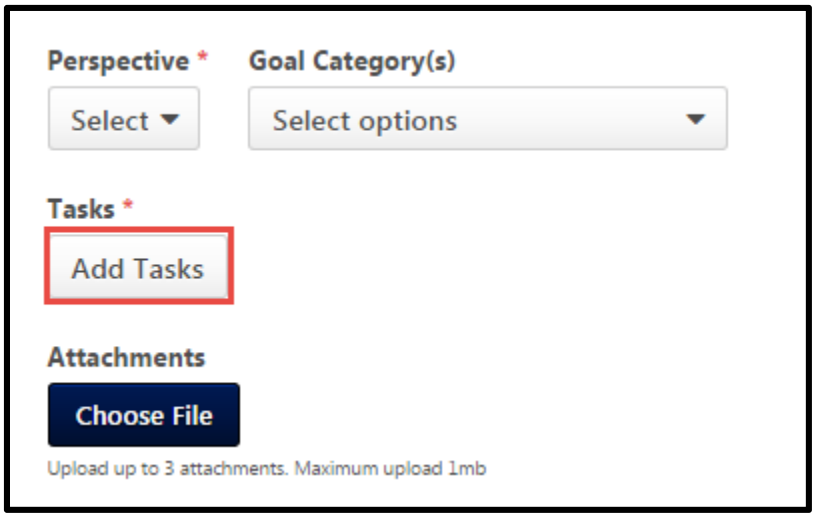


7. The start date and due date will automatically populate. However, the start date must be edited to read **7/1/2016**. The due date should remain as **6/30/2017**. Enter the weight percentage to be assigned to the goal.
   NOTE: You may need to edit the weights of the other goals to prevent the overall goal weight from exceeding 100%. Reference the Cancel and Editing Goals Job Aid to learn more.

8. Select **State of NC** as the Perspective. Then, select the appropriate Goal Category(s).

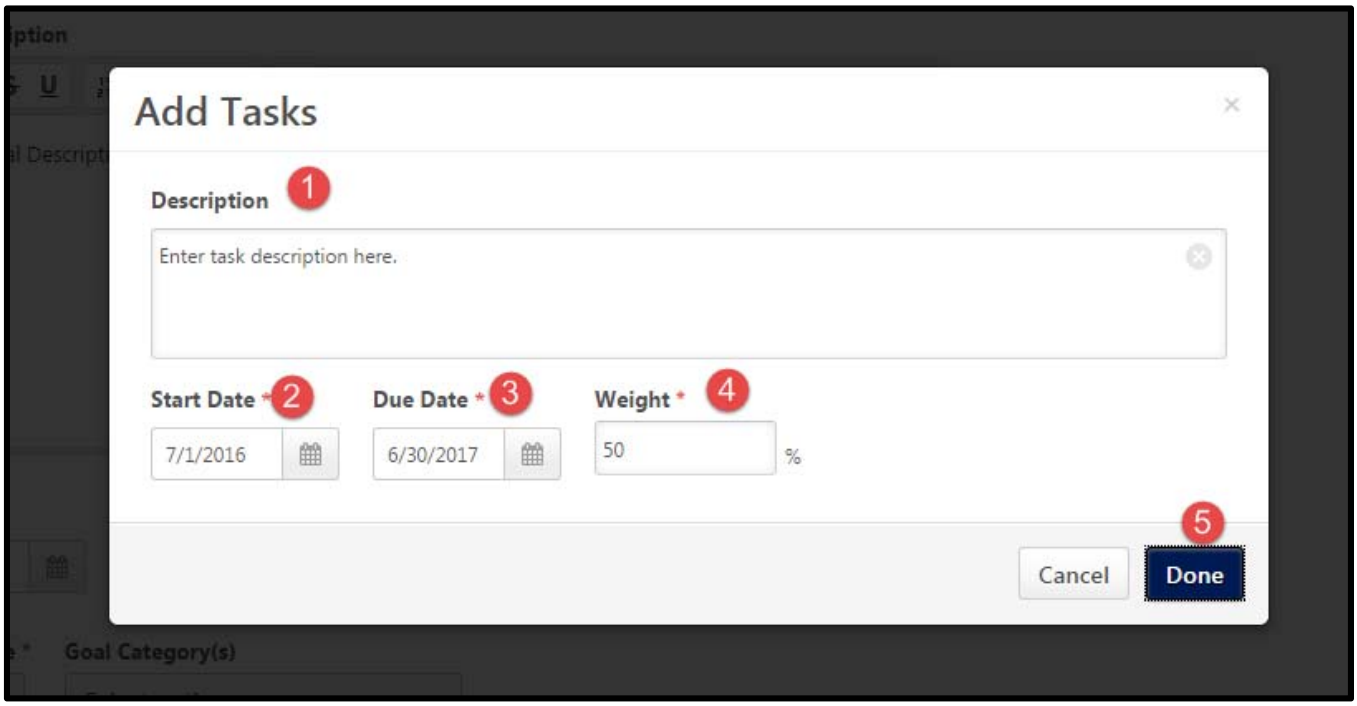


9. Click **Add Tasks** to add tasks to the goal.



10. In the pop-up window, enter the task description (1), Start Date (2), Due Date (3), and Weight (4). Then, click Done (5).

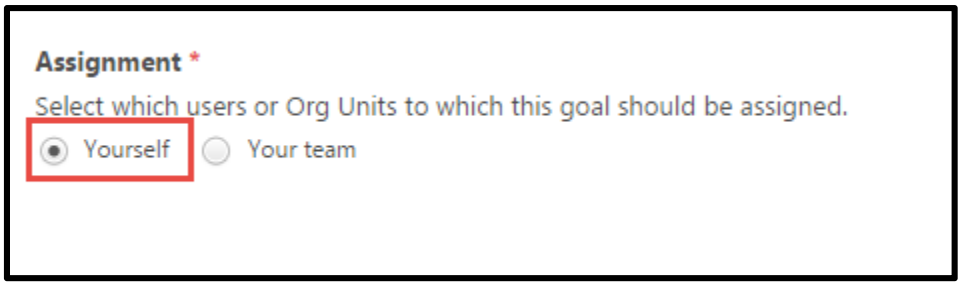
The start date and due date must match the dates entered for the goal in Step 7.



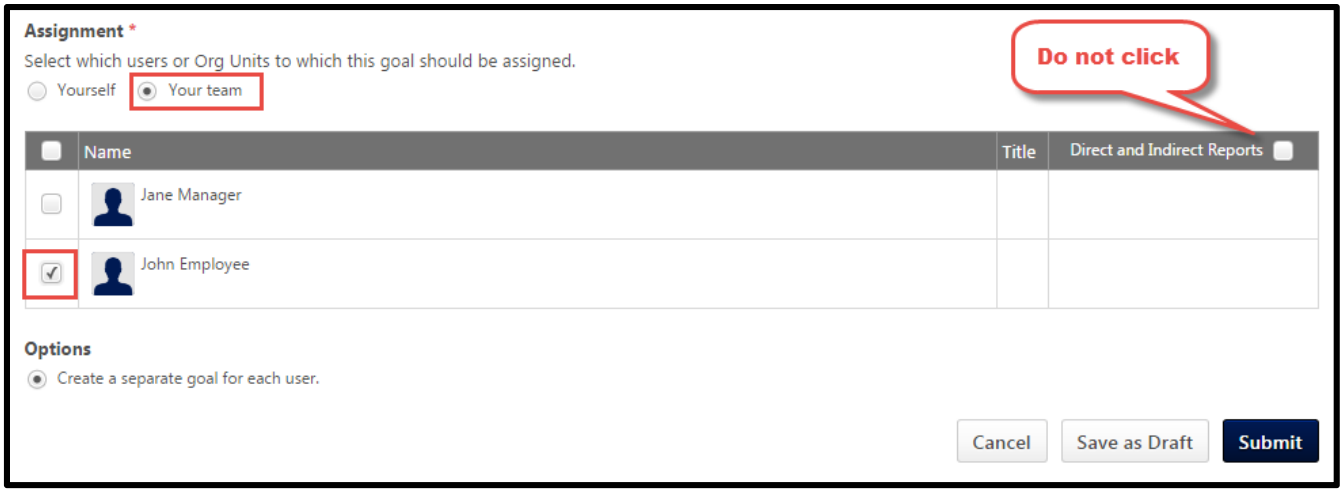
11. Add tasks as needed, and ensure the Total Weight of the tasks equals 100%

NOTE: The system will not allow you to continue if the total weight of the tasks does not equal 100%.

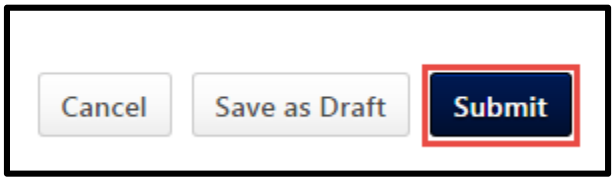
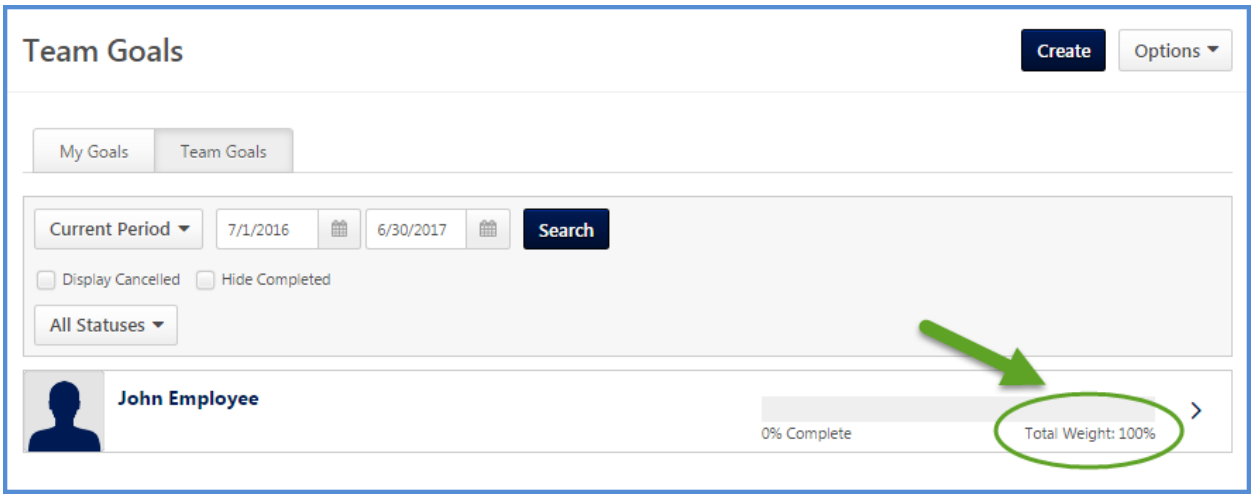
12. If the goal only applies to you, select **Yourself**.



If the goal is for your subordinates, select **Your team**. Then select the employee(s) the goal applies to.
NOTE: *Do not select the* ***Direct and Indirect Reports*** *checkbox.*



13. After reviewing the new goal for accuracy, click **Submit.**



14. Check to ensure that the goal totals equal 100% on the My Team Goals page.