



# ATLAS Goals Quick Reference Guide Employee Goals

## INTRODUCTION

Supervisors and Employees work together to ensure goals are in place through a collaborative process of meetings and communications. The ATLAS Goals Quick Reference Guide provides instruction for managing your goal plan in the ATLAS system.

## NAVIGATION

From AGI, via the TOOLS & RESOURCES menu under TOOLS, select ATLAS.

From the landing page, under the **Home** menu, select **Goals**.

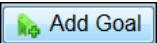


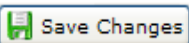
Or select Goals, under ATLAS Goals in the Performance & Goals tile.



## PERSONAL GOAL PLAN

### CREATE A PERSONAL GOAL PLAN

1. Click  on the right side of the screen.
2. Add goal information as needed or required:
  - a. **Goal Name**
  - b. **Weight** (goal weights must total 100%)
  - c. **Start** (default date can be changed)
  - d. **Due** (default date can be changed)

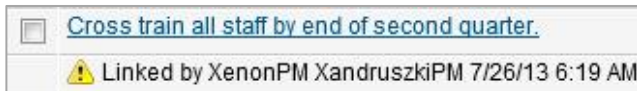
3. Click . **Save often!**

**NOTE:** All employees must have at least one goal.

### EDITING GOALS

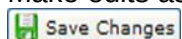
#### To Edit a Goal

1. Click the Goal Name link.



A pop-up window opens to the goal details for editing.

2. Make edits as necessary and then click



### DELETE A PERSONAL GOAL

#### To Delete a Goal

1. Select the **checkbox** for all goals you wish to delete.



2. Click .

### ACTION COLUMN

The **Action column** allows you reorder goals in your plan and access goal information.

#### Information

The  icon will display the goal's information page.

## Detail View of Goal for YolandaPM YoungPM

[Return to Goal Plan for YolandaPM YoungPM](#)

|            |            |
|------------|------------|
| Goal Name: | Test Goal  |
| Weight:    | 1.0%       |
| Start:     | 04/01/2013 |
| Due:       | 03/28/2014 |

Audit History:

| Date       | Action  | User                           |
|------------|---------|--------------------------------|
| 07/25/2013 | Created | XenonPM XandruszkiPM displayed |

### Reorder

There are blue up and down arrows in the action column next to each of the goals.



Pressing the arrows will rearrange how the goals are displayed on the goal page.