



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

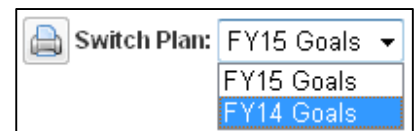
From AGI, via the TOOLS & RESOURCES menu under TOOLS, select ATLAS.

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

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

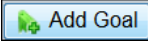


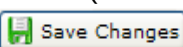
The Goals landing page will automatically default to the FY15 goal plan. In order to switch back to the FY14 goal plan, go to **Switch Plan** in the upper right corner and select **FY14 Goals**.



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)

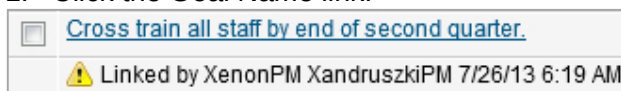
3. Click . **Save often!**

NOTE: All employees must have at least one goal.

EDITING GOALS

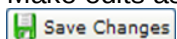
To Edit a Goal

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

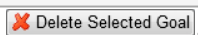


DELETE A PERSONAL GOAL

To Delete a Goal

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



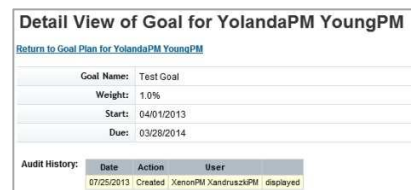
2. Click .

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.





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Reorder

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

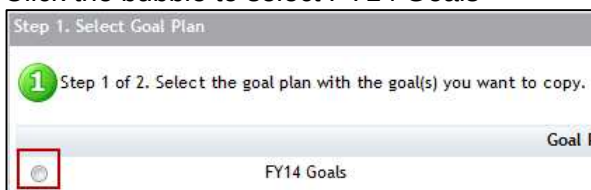


Pressing the arrows will rearrange how the goals are displayed on the goal page.

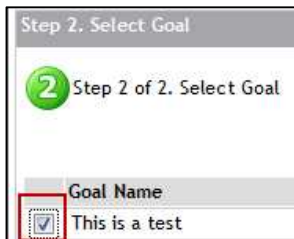
COPYING GOALS FROM PREVIOUS YEARS

To copy a goal from FY14:

1. Click 
2. Click the bubble to select FY14 Goals



3. Click 
4. Select the goal to copy to FY15 goals by checking the box to the left of the desired goal



5. Then click 

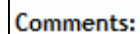
ADDING COMMENTS

For FY15 goal plans, employees and supervisors

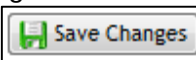
will be able to add comments within each goal throughout

the year. To add comments:

1. Click on the desired goal to edit



2. Enter Comments in the section at the bottom of the goal

3. Click 

4. The comments will display on the Goals landing page in a column to the right of the goal. Each comment will display the date it was entered as well as who entered it.

Comments		
Date	By	Comment
03/14/2014	Tessa M Cappuccio	Can I still add comments?
03/14/2014	Yvonne Juliana Abel	I am adding a comment as Yvonne
03/14/2014	Tessa M Cappuccio	Comments from me