

Add a New Goal to Your Performance Review

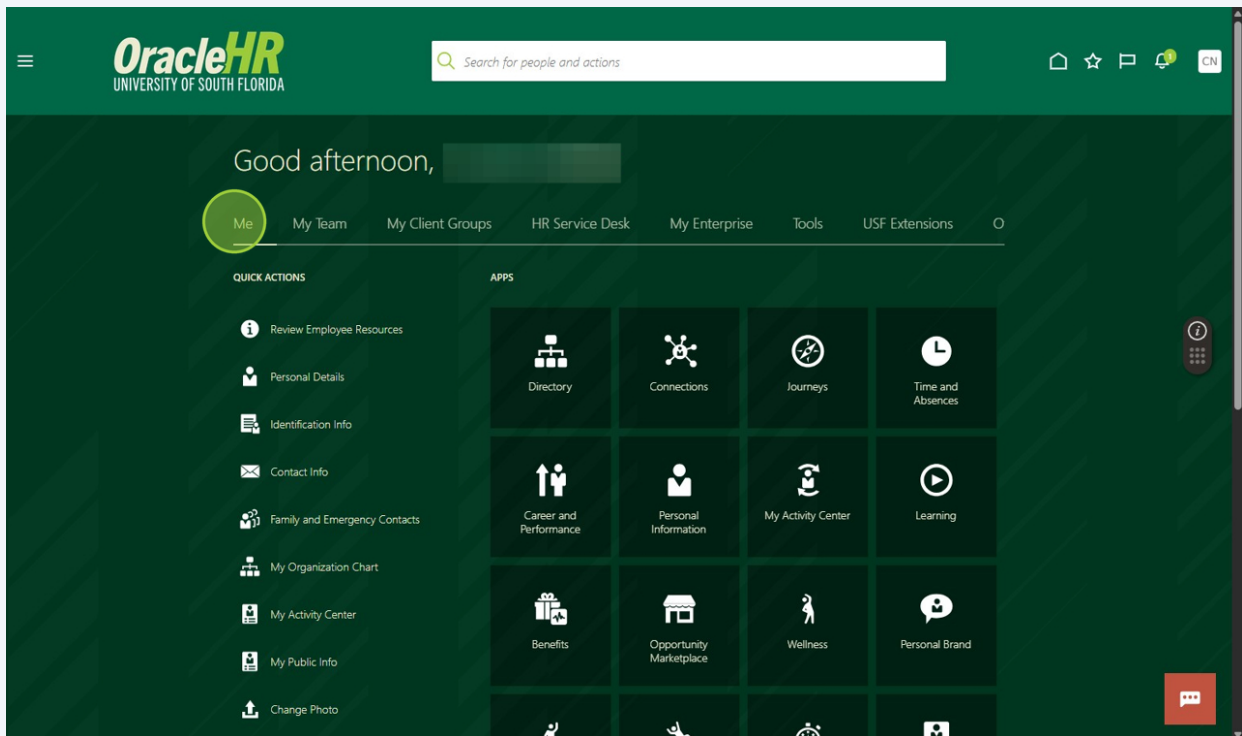


1

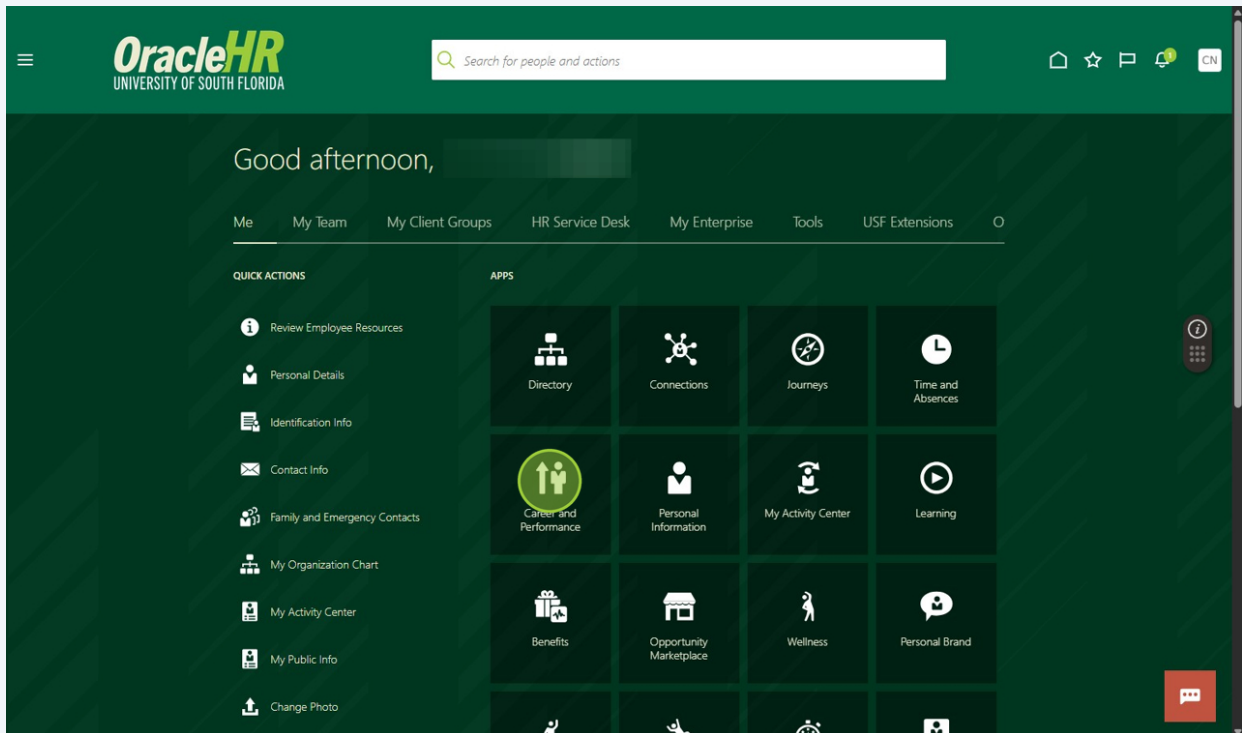
In this session, we'll walk through the new and improved process of Adding a Performance Goal. First, you will need to navigate to Oracle HR and sign in.

OracleHR

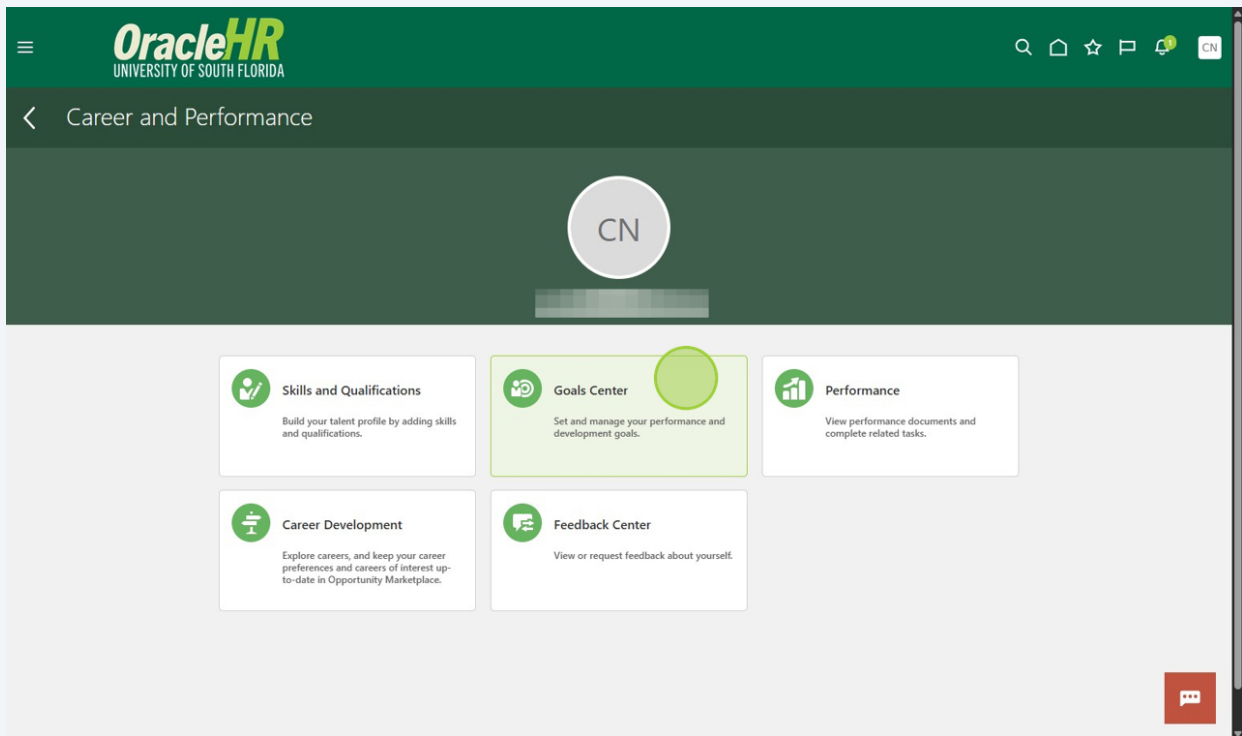
2 Select "Me."



3 Select "Career and Performance."

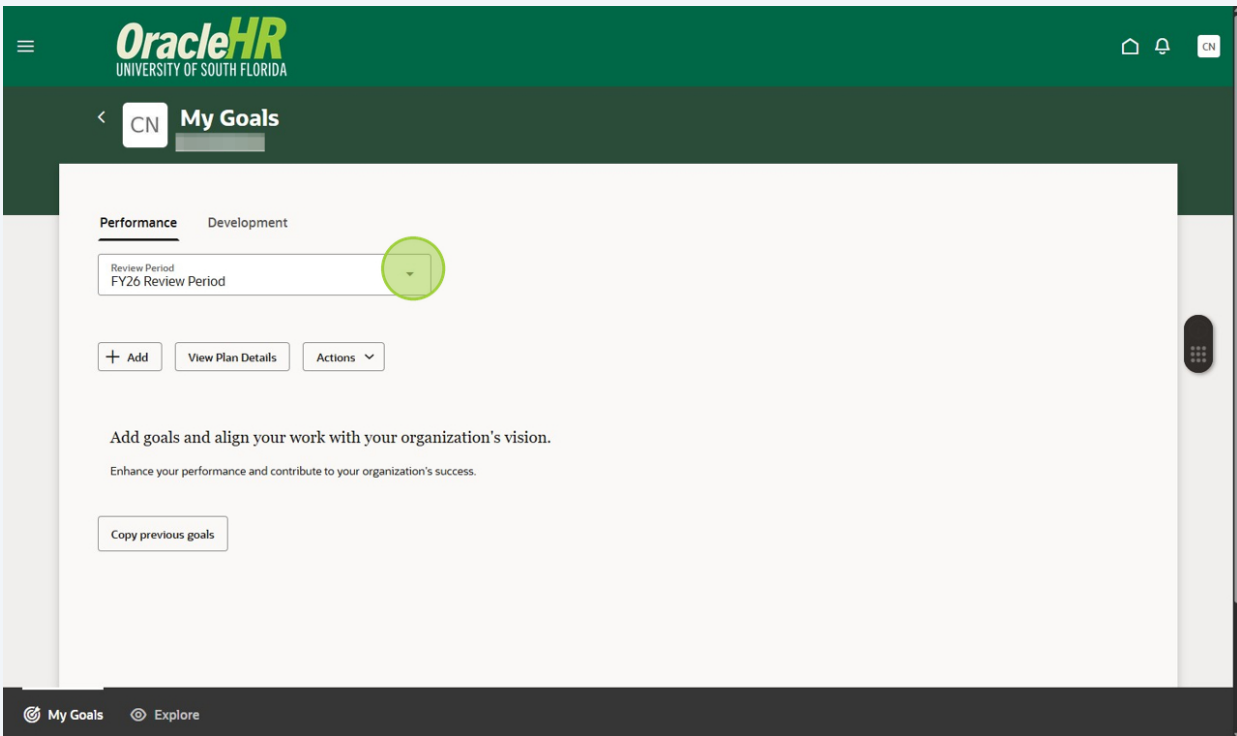
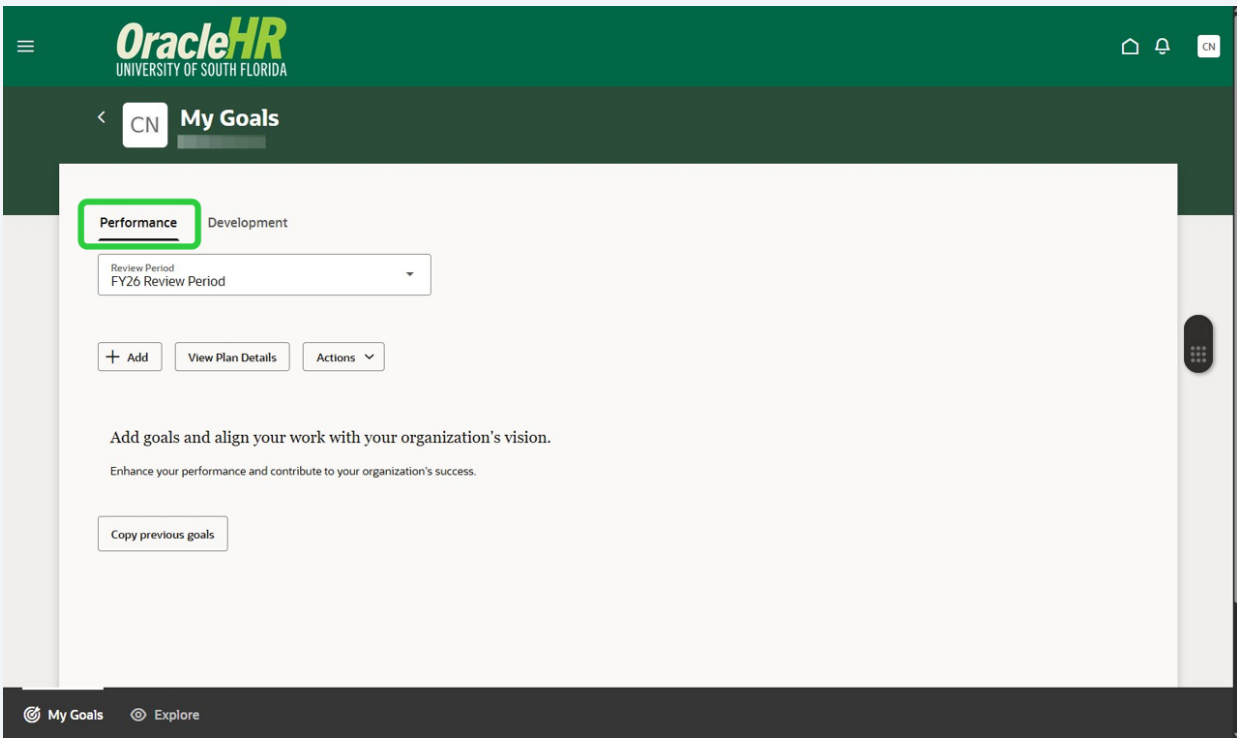


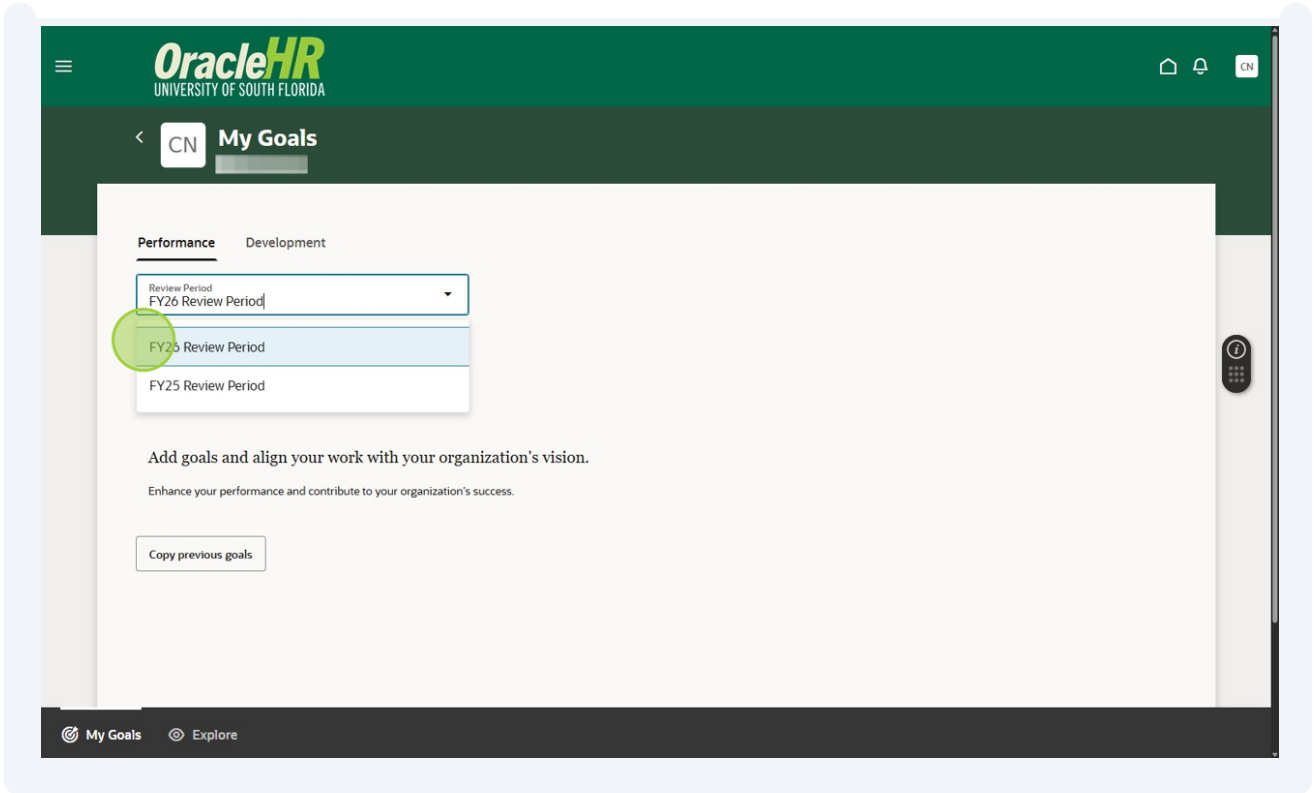
4 Select "Goals Center".



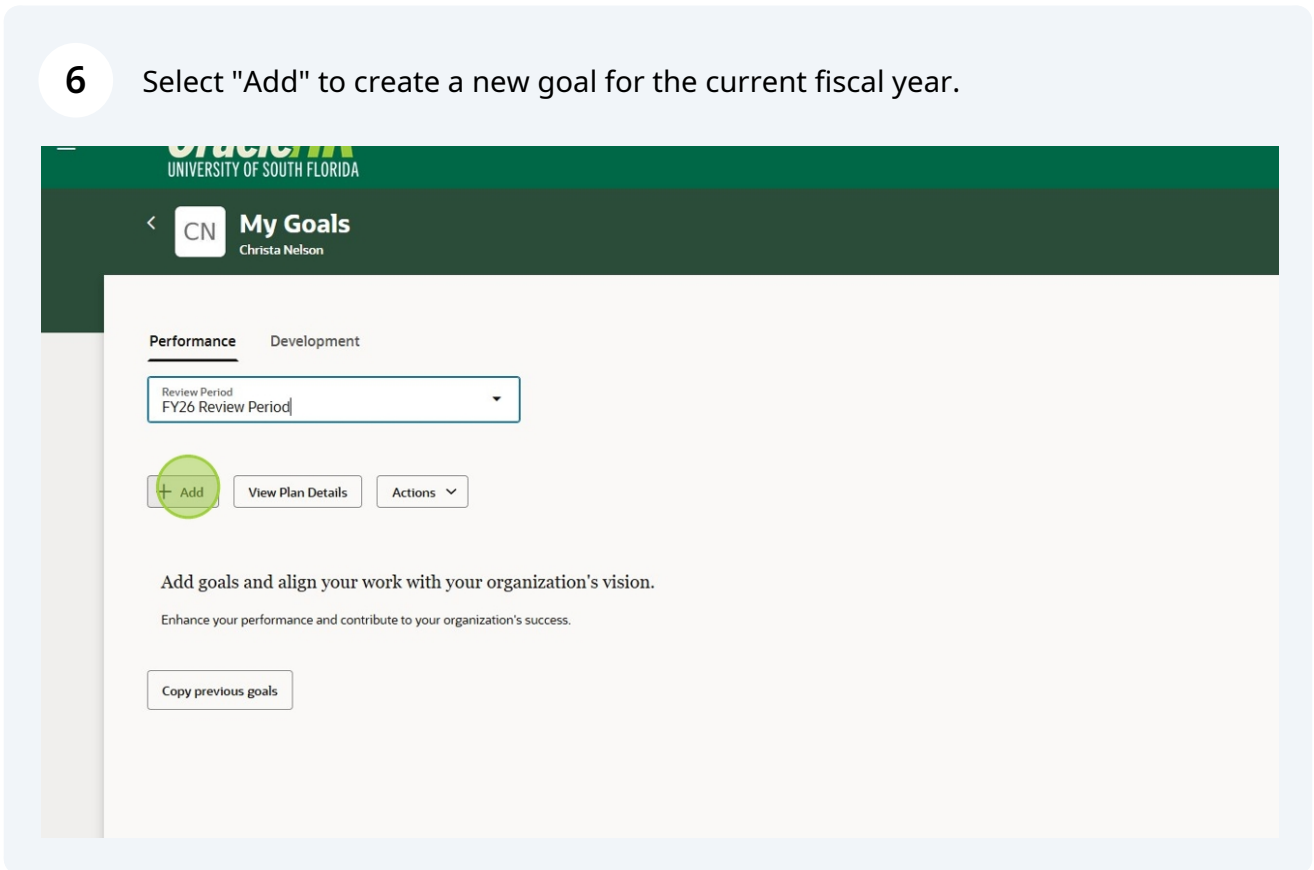
5 First, ensure that the performance tab is selected; these are the goals that will be pulled into your performance evaluation.

Then, use the dropdown to select the current review period. For this example, we will select "FY26 Review Period".





6 Select "Add" to create a new goal for the current fiscal year.



- 7 Enter the name of the goal in the open text field.

OracleHR UNIVERSITY OF SOUTH FLORIDA

CN New Goal Cancel Add

What's the name of this goal?

Start writing a clear and concise goal name here. Required

View Suggested Goals

Any additional info you want to add?

Add details about this goal here. Required

Start Date 07/01/2025 Weight

Suggested goals

Shared Evaluation-Based

After goals are shared with you for the FY26 Review Period review period, you can see them here.

- 8 In the open text field, enter the details about this goal following the SMART goal format. If you need more information about creating SMART goals, visit the Performance Management page within the [Employee Success Center](#) or contact Performance Management at training@usf.edu.

OracleHR UNIVERSITY OF SOUTH FLORIDA

CN New Goal Cancel Add

What's the name of this goal?

Course Creation and Maintenance

View Suggested Goals

Any additional info you want to add?

Add details about this goal here. Required

Start Date 07/01/2025 Weight

Suggested goals

Shared Evaluation-Based

After goals are shared with you for the FY26 Review Period review period, you can see them here.

9

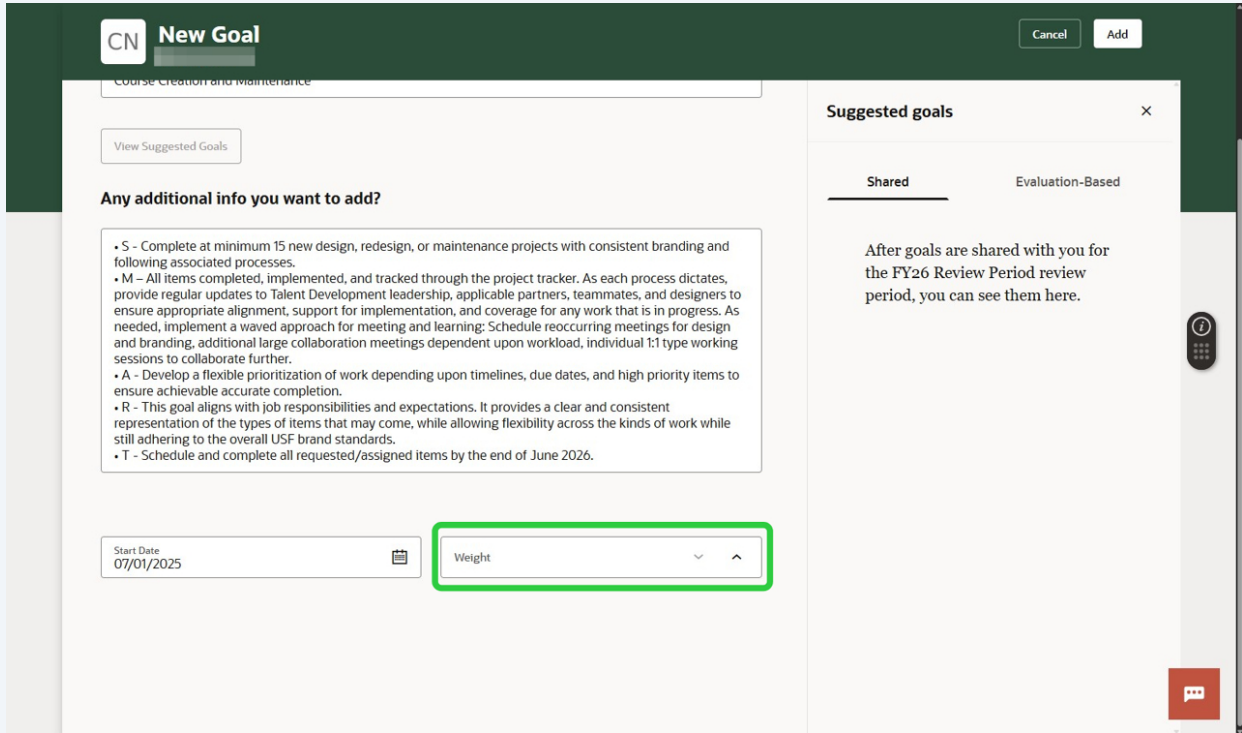
The Start Date will default to the beginning of the fiscal year.

Leave this date as is no adjustments are needed.

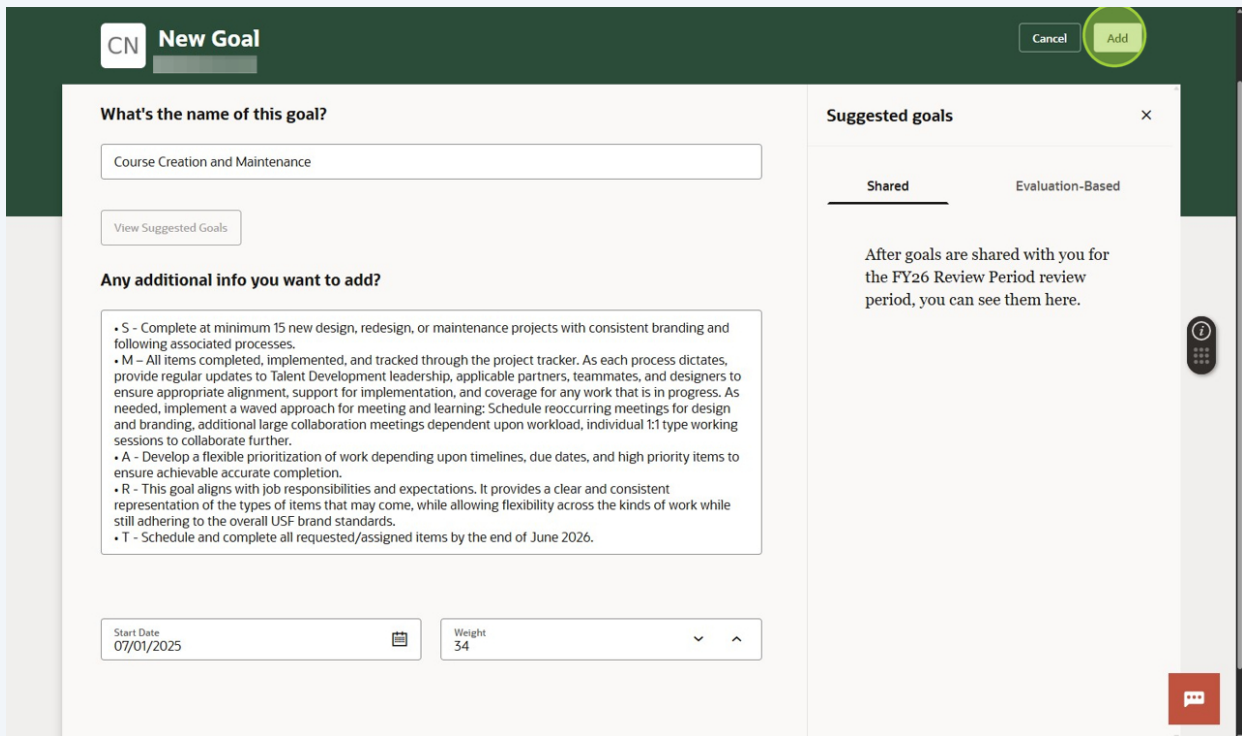
The screenshot shows the Oracle HR 'New Goal' form for the University of South Florida. The form is titled 'New Goal' and includes a 'Cancel' button and an 'Add' button. The main form area is divided into two sections: 'What's the name of this goal?' and 'Any additional info you want to add?'. The 'What's the name of this goal?' section has a text input field containing 'Course Creation and Maintenance' and a 'View Suggested Goals' button. The 'Any additional info you want to add?' section has a text input field with the placeholder text 'Add details about this goal here.' and a 'Required' label. Below this is a 'Start Date' field with a calendar icon, which is highlighted with a green box and contains the value '07/01/2025'. To the right of the 'Start Date' field is a 'Weight' field with a dropdown arrow. On the right side of the form, there is a 'Suggested goals' panel with a close button. The panel has two tabs: 'Shared' and 'Evaluation-Based'. The 'Shared' tab is selected, and the text below it reads: 'After goals are shared with you for the FY26 Review Period review period, you can see them here.'

10 Enter the "Weight" of the goal.

Note: The total weight of all goals must equal 100%. For more information about weighting goals, visit the Performance Management page within the [Employee Success Center](#) or contact Performance Management at training@usf.edu.

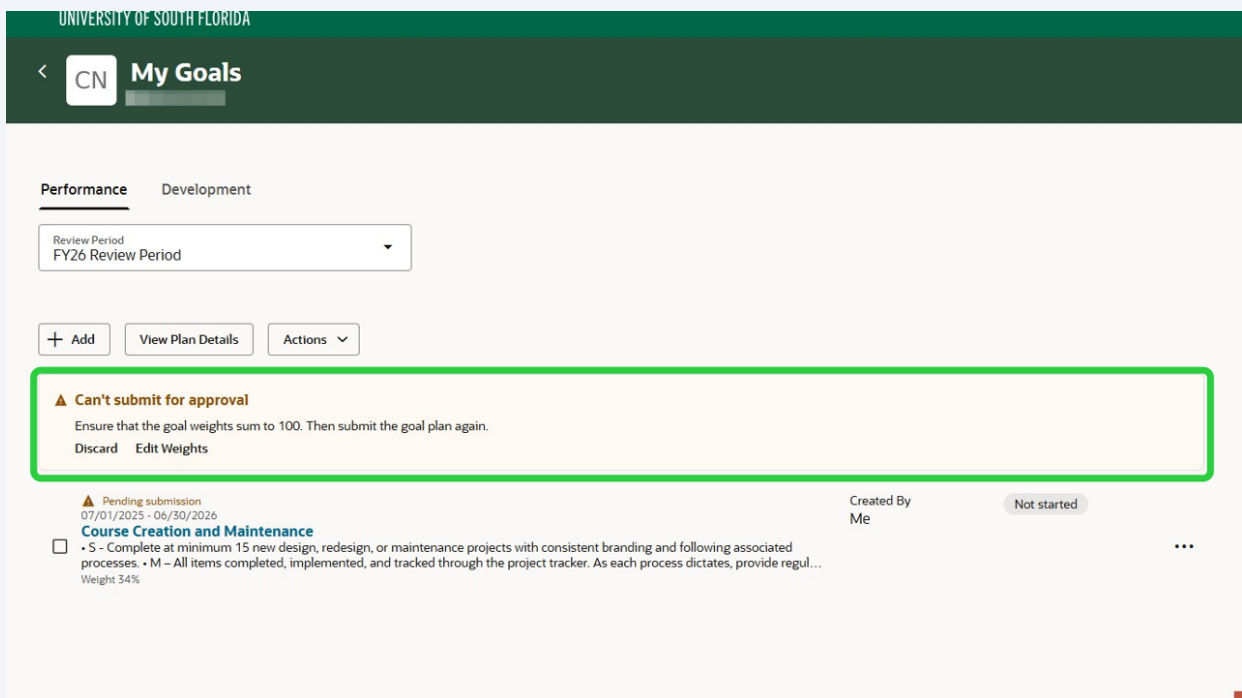


11 Review all items entered for the goal, then select "Add".



12 You have now successfully added a Performance Goal! To add more goals, repeat the steps again until all goals are added.

Note: You will not be able to submit your goals until the total weight of all goals is 100%.



13 Once weights are balanced, select "Submit" to submit your goals for approval.

The screenshot shows the Oracle HR interface for 'My Goals'. At the top, there is a navigation bar with the Oracle HR logo and 'UNIVERSITY OF SOUTH FLORIDA'. Below this, a breadcrumb trail shows 'CN My Goals'. The main content area is divided into 'Performance' and 'Development' tabs. A dropdown menu for 'Review Period' is set to 'FY26 Review Period'. Below this, there are buttons for '+ Add', 'View Plan Details', and 'Actions'. A prominent yellow banner at the top of the goal list reads 'Pending submission for approval' with a sub-message 'Submit or discard the changes you made.' and two buttons: 'Submit' (highlighted with a green circle) and 'Discard'. Below the banner, two goal items are listed, both marked as 'Pending submission' for the period '07/01/2025 - 06/30/2026'. The first goal is 'Course Creation and Maintenance' with a weight of 34%. The second goal is 'Auxiliary Creation and Maintenance'. Each goal item includes a checkbox, a description, and a 'Created By Me' status with a 'Not started' indicator. The bottom navigation bar includes 'My Goals' and 'Explore'.

14 Enter any necessary comments.

The screenshot shows the Oracle HR interface for 'Add Additional Info'. At the top, there is a navigation bar with the Oracle HR logo and 'UNIVERSITY OF SOUTH FLORIDA'. Below this, a breadcrumb trail shows 'CN Add Additional Info'. At the top right of the page, there are 'Cancel' and 'Submit' buttons. The main content area features a large text input field labeled 'Comments' with a character count of '0/500'. Below the text field is a 'Drag and Drop' section with the instruction 'Select or drop files here.' and a dashed border. At the bottom of this section, there is a 'URL' input field and an 'Add URL' button. The bottom navigation bar includes 'My Goals' and 'Explore'.

15 Enter any necessary comments and select "Submit."

The screenshot shows the Oracle HR interface for the University of South Florida. The header is green with the Oracle HR logo and navigation icons. The main content area is titled "Add Additional Info" and contains a "Comments" section with a text area (0/500 characters), a "Drag and Drop" file upload area, and a "URL" input field with an "Add URL" button. A "Submit" button is highlighted in green in the top right corner.

OracleHR
UNIVERSITY OF SOUTH FLORIDA

CN Add Additional Info Cancel Submit

Comments

0/500

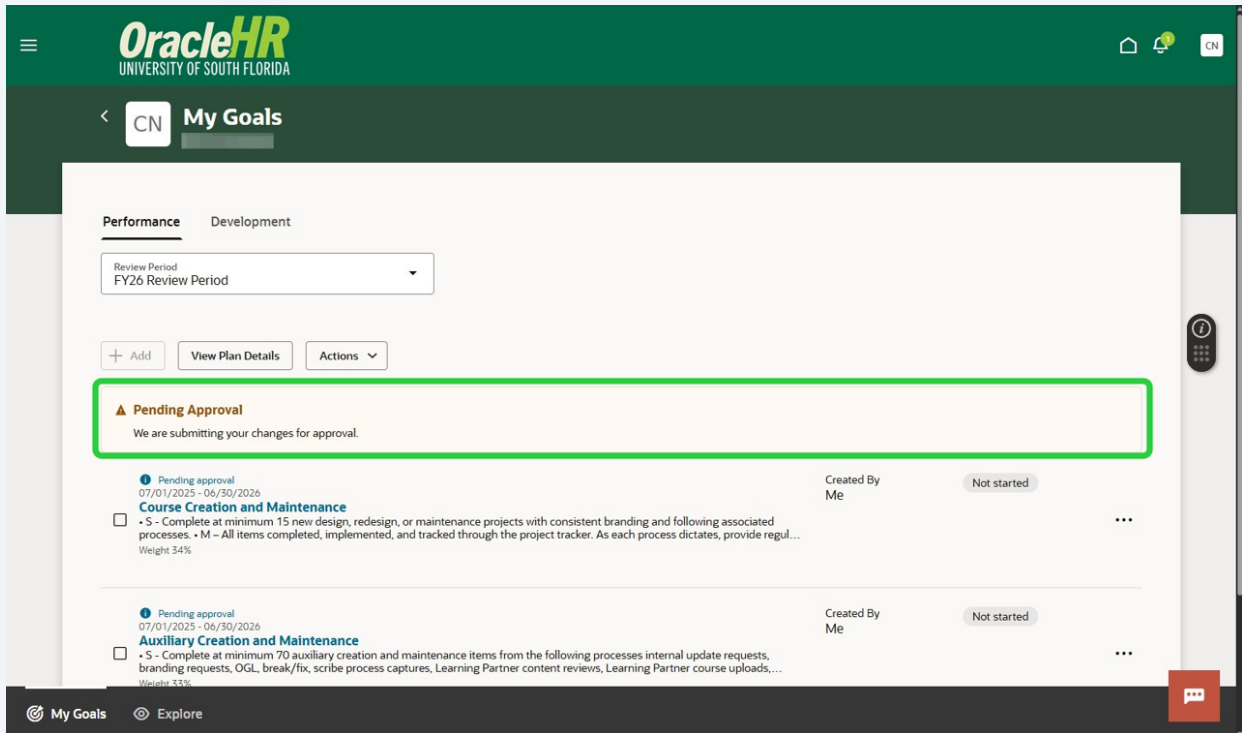
Drag and Drop
Select or drop files here.

URL Add URL

16

You will be returned to the "My Goals" page, where you will see a "Pending Approval" notification.

This approval will process automatically after a few minutes and there is no further action required.



17

This concludes the process of Adding a Performance Goal.

