

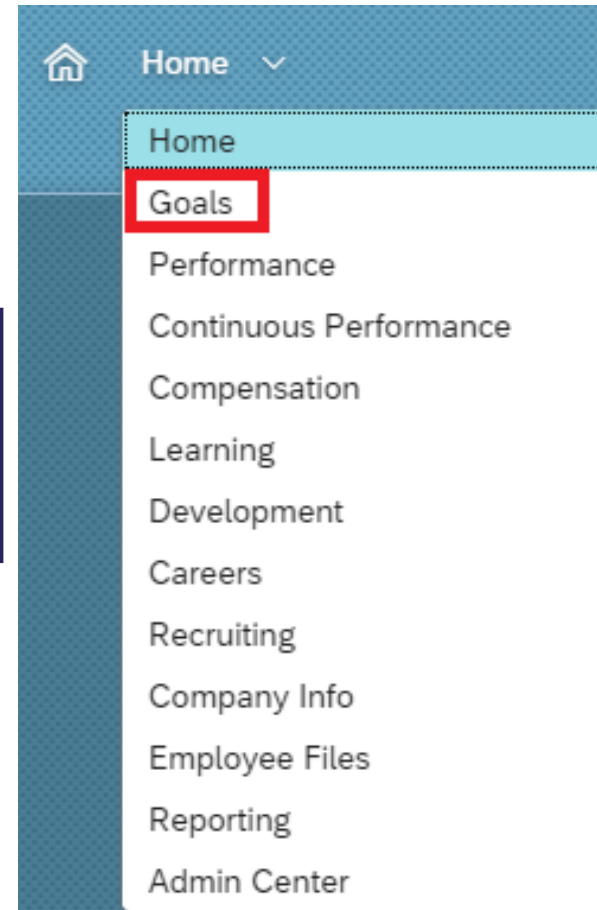


CREATING GOALS

Logging into myFox, selecting sections



1) Enter your credentials (user name and password)



2) Select Goals

Here you will create goals for your team

Creating goals for your team

The screenshot shows the 'Goals' interface for Tomáš Marný. A search bar is active, and a list of employees is displayed. The employee 'Jana Včerejší' is highlighted with a red box. The interface includes a home icon, a 'Goals' dropdown, and a search bar with a magnifying glass icon. Below the search bar, there are sections for 'Managers' and 'Reports'.

Goals

Tomáš Marný 2020 Goals

Managers

- Prokop Dveře
- Anna jsem Fialová
- Zato Nemůžu
- Jana Včerejší**

The screenshot shows the 'Goals' interface for Tomáš Marný. A dropdown menu is open, showing '2021 Goals' and '2020 Goals'. The '2020 Goals' option is highlighted with a red box. The interface includes a home icon, a 'Goals' dropdown, and an 'Introduction' section.

Goals

Tomáš Marný 2020 Goals

2021 Goals

2020 Goals

Introduction

Edit Goals below. For help click [HERE](#)

2) Select the current year

1) Select an employee

For new hires, create goals right after they start for the first months of their adaptation period

Creating new goals

The screenshot shows a web interface for managing goals. At the top, there is a navigation bar with a home icon, a 'Goals' dropdown menu, a search bar labeled 'Search for actions or people', and notification icons for 6 and 27 items. A user profile for 'Tomáš Marný' is visible. Below the navigation bar, the user 'Jana Včerejší' is shown with a '2020 Goals' dropdown. A 'Create a New Goal' button is highlighted with a red box. A dropdown menu is open, showing options: 'Create a New Goal' (highlighted with a light blue background), 'Goal Wizard', and 'The goal Wizard will guide you through creating a SMART goal.' Callout boxes provide instructions: '1) Click Add Goal' points to the button, '2)...and select Create a New Goal' points to the first menu item, and 'If not sure how to define a SMART, use the Goal Wizard' points to the second menu item.

1) Click **Add Goal**

2)...and select **Create a New Goal**

If not sure how to define a SMART, use the **Goal Wizard**

Creating new goals

Create a New Goal

Choose what type of goal to add.

+ [Personal Goal](#)

Personal Goals allow you to make up your own goal and assign any metrics you want.

+ [Library Goal](#)

Library Goals are selected from an organized library with suggested metrics.

Create a new (personal) goal or use an existing one from the library

Creating new goals

Add Goal

Edit your goal below.

Fields marked with * are required.

Visibility:

Public

Type:

Personal

* Goal Name:

* Description:

* Metric:

* Weight:

0.0 %

* Start Date:

01/01/2020

* Due Date:

12/31/2020

* Complete:

0.0 %

* Status:

Not Started

Choose whether the goal will be public (visible to other department members from the company) or whether it will be private and seen only by the superiors

Describe the goal in detail

Describe the metric used for evaluating the goal

Enter the weight according to the goal's importance and difficulty

Click **Save Changes** to proceed to the next step

Change the status of the goal according to the progress (6 statuses available)

Enter the date when the employee will work on the goal and when it is due

Cancel

Back

Save Changes

FOXCONN

Selecting goals from library

Use the library in cases when you want to draw inspiration from existing goals or if you submitted a standardised goal and want to use it

Select a goal from one of 13 categories and their subcategories according to the OKR or SMART methodologies

Select Goal from the Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

- > Administration and Legal Services
- > Business Development and Sales
- > Engineering
- > Facility Management and Maintenance
- > Finance, Accounting and Cost Management
- > Human Resources, SER and PR
- > Information Technology
- > Logistics and Warehouse Management
- ∨ Manufacturing Management
 - ∨ OKR
 - To be a key supplier of Inogen.
 - ∨ SMART
 - Produce...(amount) of units XY per year.
- ∨ Planning and Order Management
 - > OKR
 - > SMART
- > Procurement
- > Project, Program and Account Management
- ∨ Quality Management

To supply...(amount) of units per year.

Amount of produced units XY.

Cancel Back **Add Selected**

After selecting a goal, click **Add Selected**. After that, goals can be further specified or edited.

Sample goal

The screenshot shows a web interface for managing goals. At the top, there's a navigation bar with 'Goals' and a search bar. Below that, a header for 'Jana Včerejší' and '2020 Goals' is visible. The main content area shows a goal named 'Ukázkový cíl' with a progress bar at 50.0%. The goal's status is 'Not Started'. A 'Complete' button is next to the progress bar, and a 'Status' dropdown menu is set to 'Not Started'. At the bottom right, there are 'Cancel' and 'Post' buttons. A comment box is also present below the goal details.

Visibility	Goal Name	Metric	Weight	Start Date	Due Date	Complete	Status	Action
Public	Ukázkový cíl Edit	Ukázkový cíl	50.0%	01/01/2020	12/31/2020	0.0%	Not Started	

Here you can comment on the goal's progress. Confirm by clicking **Post**.

Here you can see the goal's current status. This can be changed as required.

Creating SMART goals

Goals

Search for actions or people

Tomáš Marrý

Jana Včerejší

2020 Goals

Introduction

Edit Goals below. For help click [HERE](#)

+

Create a New Goal

Create a new goal from scratch or select a goal from library.

Goal Wizard

The goal Wizard will guide you through creating a SMART goal.

Add a SMART Goal

SPECIFIC >> MEASURABLE >> ATTAINABLE >> RELEVANT >> TIME-BOUND

Goal:

How will you measure this goal?

Tips: If you can't measure it, you can't manage it. Choose goals with measurable progress and establish concrete criteria for measuring the success of your goal.

Cancel Back Next

A SMART goal is defined in 5 levels

If not sure how to define a SMART goal, use the **Goal Wizard**

You can click through all 5 tabs using the **Next** button