CREATING GOALS

FOXCONN

Logging into myFox, selecting sections

my FOX

Please log in to begin using SuccessFactors for **foxconnczs**, or you can enter a different company ID. Both your username and password are case-sensitive.

AdminMM

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Log in

📱 Activate Mobile App Using QR Code

1) Enter your credentials (user name and password)

Home ⌄

Home

Goals

Performance

Continuous Performance

Compensation

Learning

Development

Careers

Recruiting

Company Info

Employee Files

Reporting

Admin Center

2) Select **Goals**

Here you will create goals for your team

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Creating goals for your team

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

1) Click **Add Goal**

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

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

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Creating new goals

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

Create a New Goal

Choose what type of goal to add.
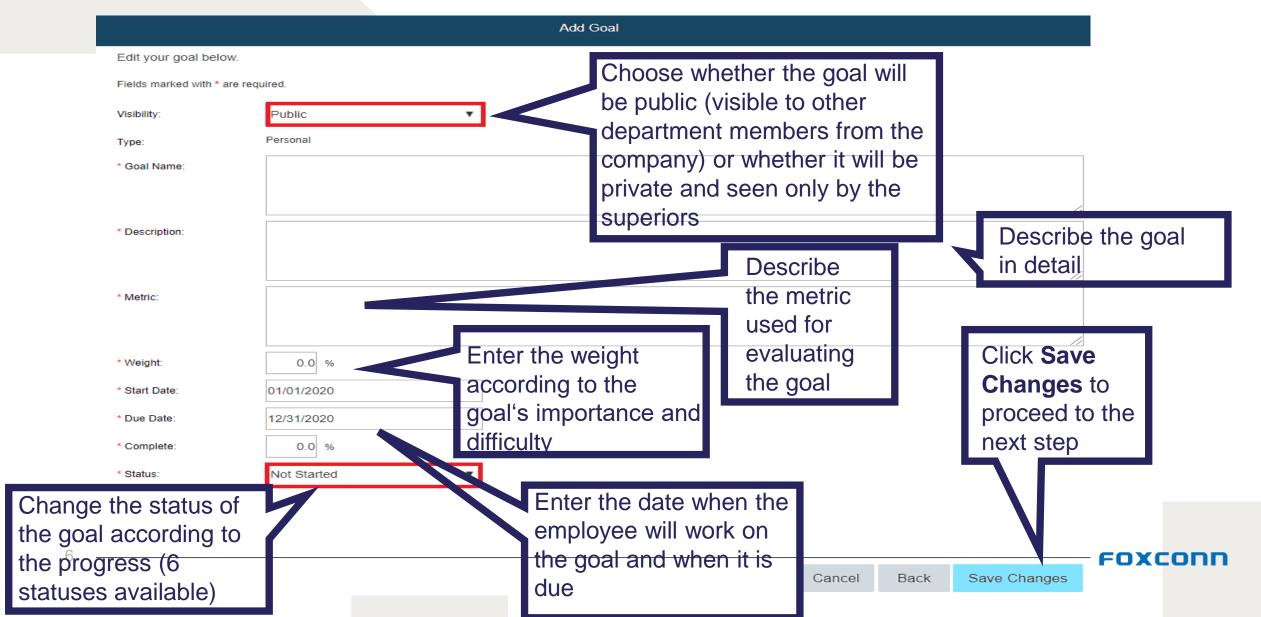
+ Personal Goal

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

+ Library Goal

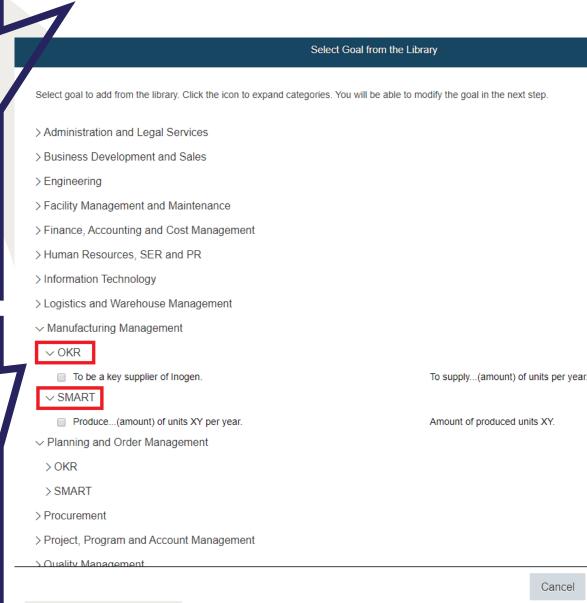Library Goals are selected from an organized library with suggested metrics.

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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 metric used for evaluating the goal

Describe the goal in detail

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

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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

After selecting a goal, click **Add Selected.** After that, goals can be further speficied or edited.
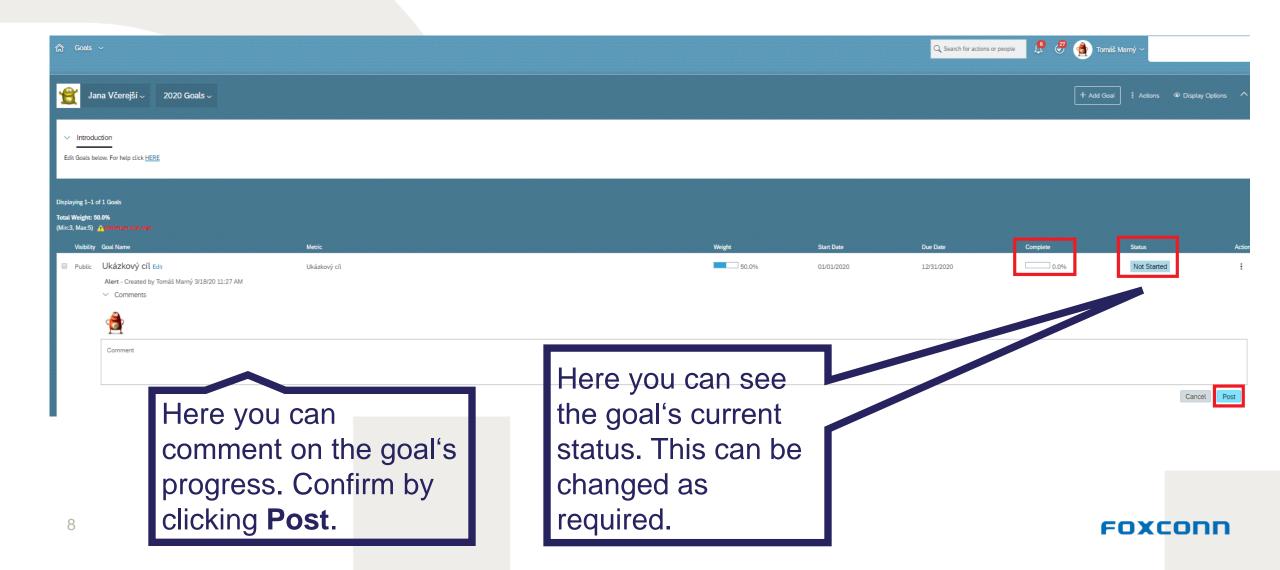
Select Goal from the Library

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.   To supply...(amount) of units per year.
  ∨ SMART
    ☐ Produce...(amount) of units XY per year.   Amount of produced units XY.
  ∨ Planning and Order Management
    > OKR
    > SMART
> Procurement
> Project, Program and Account Management
> Quality Management

Cancel   Back   Add Selected

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Sample goal

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

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