



PUBLIC AND PRIVATE GOALS

Creating new goals

The screenshot shows a web application interface with a blue header. In the top left, there is a 'Goals' menu item highlighted with a red box. A callout box points to it with the text '1) Select category Goals'. Below the header, there is a search bar and a user profile section for 'Jana Včerejší'. On the right side of the header, there is a dropdown menu with 'Create a New Goal' highlighted by a red box. A callout box points to it with the text '2) Click Add Goal'. Below this dropdown, there is a 'Goal Wizard' section with a description: 'The goal Wizard will guide you through creating a SMART goal.'

1) Select category **Goals**

2) Click **Add Goal**

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

Choice of public or private goal

Add Goal

Edit your goal below.

Fields marked with * are required.

Visibility: ✓

Type:

* Goal Name:

* Description:

* Metric:

* Weight: %

* Start Date:

Superior can 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 employee and his/her superiors

How do I find a goal of any colleague?

The screenshot shows a user interface for managing goals. At the top left, there is a 'Goals' menu item with a dropdown arrow, highlighted by a red box. To the right, there is a search bar with the text 'Search for actions or people'. Below the search bar, there is a user profile for 'Anna Fialová' with a dropdown arrow. In the main content area, there is a search bar with the text 'jana vcerejsi', also highlighted by a red box. Below this search bar, there is a dropdown menu showing the search results for 'jana vcerejsi'. A callout box with a dark blue border and white background points to the search results with the text 'Choose a colleague whom goals you need to see'. The callout box has a dark blue border and white background. The text inside the callout box is 'Choose a colleague whom goals you need to see'. Below the search bar, there is a dropdown menu showing the search results for 'jana vcerejsi'. The text 'Edit Goals below. For help click [HERE](#)' is visible at the bottom of the search results.

How do I see a goal of any colleague?

| Visibility | Goal Name | Description | Metric | Start Date | Due Date | CPM Achievements | Action |
|------------|--|--|----------------------------------|------------|------------|------------------|--------|
| Public | Test team goal | just a test Alert - Created by Tomáš Marrý 4/29/20 9:29 AM Comments | KPI | 01/01/2020 | 12/31/2020 | 0 | |
| | Goal aligned up from Tomáš Marrý: Snížení fluktuace na oddělení | bližší popis cíle | fluktuace do xy% | 05/01/2020 | 12/31/2020 | | |
| Public | Sjednocení procesu XY | Tady je cíl popsán detailněji... Alert - Created by Tomáš Marrý 4/24/20 5:25 PM Alert - Edited by Tomáš Marrý 7/21/20 10:34 AM Comments | Jednotný fungující systém | 05/01/2020 | 12/31/2020 | 1 | |
| Public | Plánování bez plánovačů | Detailnější popis cíle Alert - Created by Tomáš Marrý 4/25/20 11:06 AM Alert - Edited by Tomáš Marrý 5/20/20 11:22 AM Comments | Automatizace plánovacího procesu | 05/01/2020 | 12/31/2020 | 1 | |

Colleague, whom goal you need to see

Here, You can see a private goals of your colleague