



**How to.....add Actions to your objectives**

**Purpose:**

This guide describes how to add **Actions** (specific actions to achieve each objective) to your objectives. You can only do this once your Annual objectives have been approved ('completed') by your manager.

**Logging in to YourHR:**

To log into YourHR, please refer to the **How to...Log in to YourHR Guide (ESS 1)** After login you will be presented with the **Employee Self Service Homepage**.

**Actions:**

The column on your balanced scorecard headed **Actions/Targets** will form the basis of your **Actions** on YourHR.

For example, your scorecard might have the objective '*P02 Continue to restructure and/or recruit to get the right people in the right roles with the right styles and behaviours at all levels*' and have 3 associated Actions/Targets. Each of these must either be a **Milestone** or a **Measure** on the system.

You can break down each **Action/Target** on your scorecard into a number of **Actions** on YourHR if you wish. This will enable you to record and report progress at a more detailed level, e.g. '*Service Redesign Proposal for your service approved by CB by September 2019*' could be split into 4 actions:

- Draft initial proposal for SD                      Milestone
- Get feedback from SD                              Milestone
- Send paper to CB                                      Milestone
- Service Redesign approved by CB              Measure

- Select **Goals and Performance** from the options at the top of the screen:



Your annual objectives will have been added and approved at this point. If not, please see '**ESS 1 How to ..... add your Annual objectives**'

- Your objectives will be displayed as below. You will need to use the scroll bar on the right to see all of them

Form name	Start date	Target date	Linked to	Current status
C02 Ensure corporate bala...	1 Apr 2019	31 Mar 2020		Progress
C03 Partners and key stak...	1 Apr 2019	31 Mar 2020		Progress
F01 Deliver our 19-20 budg...	1 Apr 2019	31 Mar 2020		Progress

- Click on **Actions** beside the relevant objective, and the following screen will appear

Objective
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**Action list**

Action title	Type	Start date	Completion date	Details	Progress
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- Click on **Add action details** at the bottom of the window
- Add an **Action Title** - free text
- Click on **Type** and choose either **Measurement** or **Milestone**
- Add a **Description** if you wish
- Add dates for the Target Start Date and Target completion date.** (Complete the actual start and end date, when relevant)
- A priority can be added if you wish - **High, Medium** or **Low**
- Click on **Save, then it will display**

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Changes have been saved.

- An example screen is shown below

Action list					
Action title	Type	Start date	Completion date	Details	Progress
Get feedback on the framework after the 6 month reviews	Milestone	01/10/2019(Target)	17/10/2019(Target)	▶	▶
Review and update framework as necessary	Milestone	21/10/2019(Target)	01/11/2019(Target)	▶	▶
Scorecard used to review performance and inform CB from end June 2019	Measurement	01/04/2019(Target)	21/06/2019(Target)	▶	▶

[Add action details](#)

- To add more actions against the same objective, choose **Add action details** and continue as above
- When all **Actions** have been added, click on the **X** in the top right hand corner and you will return to the Home screen
- To add **Actions** to more **Objectives**, choose the **Actions** button beside the relevant objective and continue as above until all **Actions** have been added

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