



How to.....add and remove Objectives during the year

Purpose:

This guide describes how to add and remove objectives during the year. This is not to be confused with Actions or Targets where you are just adding another task or measure to an existing objective. For guidance on how to do that, please refer to '**ESS 2 How to Add Actions to your objectives**'

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**.

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



- The screen will look similar to the one below and you should be able to see your existing objectives listed:

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

- Click on **Add Objective**. The following screen will be displayed, where you need to complete all the mandatory fields (have a blue circle next to them):

Objective ✕

Personal objective

Objective title • 🔍

Attachment date • 📅
12/04/2019

Description

Additional information

Target start date 📅

Target completion date 📅

Start date 📅

Completion date 📅

Save



- Click on the Search icon beside **Objective title**, *unless you are adding a new personal development objective when you must click in the personal objective box*

- Type in an objective prefix, i.e. **C for Customer, F for Finance, P for People and PR for Process** and the relevant objectives will appear as below. (To search for any other objective wording, other than the objective prefix, please use an asterisk "*" before typing the text)

 To search the catalogue of objectives enter the objective title below and select the search icon.

Objective search

p 🔍 Results 9 Records

Objective title	Code	Type	Start date	End date	Top level	Select
P01 Ensure effective HR/OD staff performance strategies are in place	P01	People strategic	19/03/2019			
P02 Effective int & ext comms to ensure work towards vision/objectives/values	P02	People strategic	19/03/2019			
P03 Recruit, retain, motivate, direct, guide & monitor Senior Leadership Team	P03	People strategic	19/03/2019			
P04 Continue to restructure/recruit to get the right people in the right roles	P04	People strategic	19/03/2019			
P05 Attract and retain the best talent through a new recruitment	P05	People strategic	19/03/2019			

- Click on the relevant objective
- Leave the **Attachment date** as the system automatically populates it with the current date in ESS. (If you change this Attachment date to a future date, the Objective will appear on your list from the date you have entered).
- Add **Target Start** and **Completion** dates and a **Priority** if required
- You do not need to complete rating or attach any documents

- Click on **Save**. Your manager will need to authorise the changes.
- Don't forget to add the relevant actions and measures. For guidance on how to do this, please see **'ESS 2 How to Add Actions to your objectives'**

Deleting an Objective:

- On your Home screen, from the list of **Objectives**, click on the objective which you need to delete

Objectives 🔍 + Add objective

Form name ▲	Start date ▲	Target date ▲	Linked to ▲	Current status ▲	▲
☰ Improve Forecasting 2	25 Apr 2019	20 Nov 2019		Progress	Actions
☰ C02 Ensure corporate balan...	22 Apr 2019	31 Mar 2020		Progress	Actions
☰ C01 Develop Council Plan f...	1 Apr 2019	31 Mar 2020		Progress	Actions

- The next screen will appear showing more detail of the Objective. This screen also shows the **Delete** button at the bottom right hand corner. Click on this to delete.

Objective
✕

Objective details: PR01 Ensure corporate risk is managed through sound governance

Personal objective
No

Objective title ■
PR01 Ensure corporate risk is managed through sound governance

Type
Process strategic

Attachment date ■
01/04/2019

Description
PR01 Ensure corporate risk is managed through sound governance. (mandatory CEO target)

Additional information

Save
Delete

- YourHR then asks if you wish to continue with this deletion:



- Press the **OK** button to remove this Objective. You will then see the following message;



- Your manager will need to authorise the deletion, after which it will no longer appear on the list on your Home screen.

Creation Date	May 2019
Author	NO