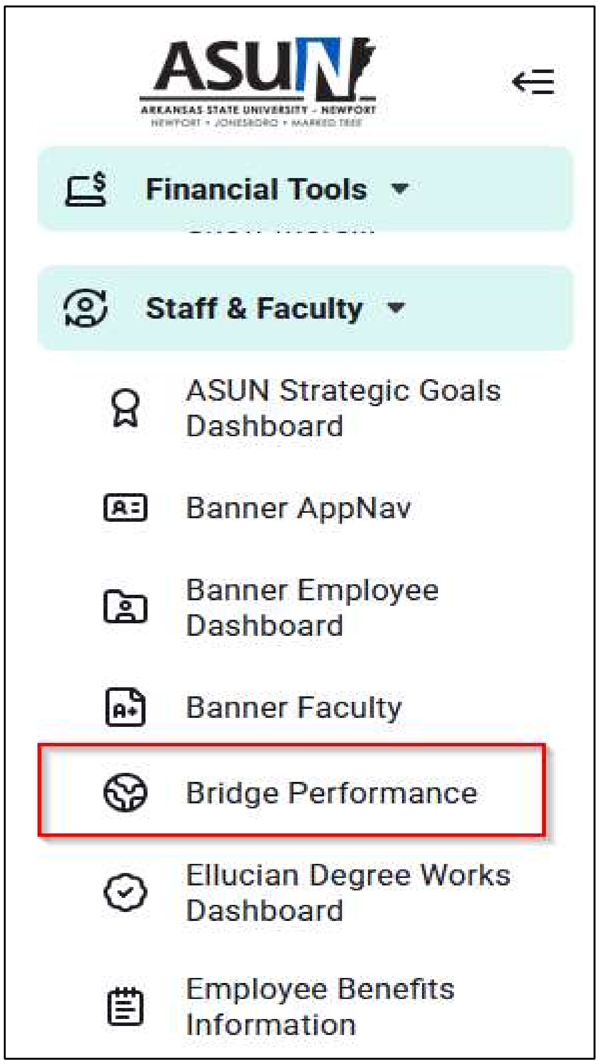
Personal Strategic Goal Setting in the Bridge Performance Platform

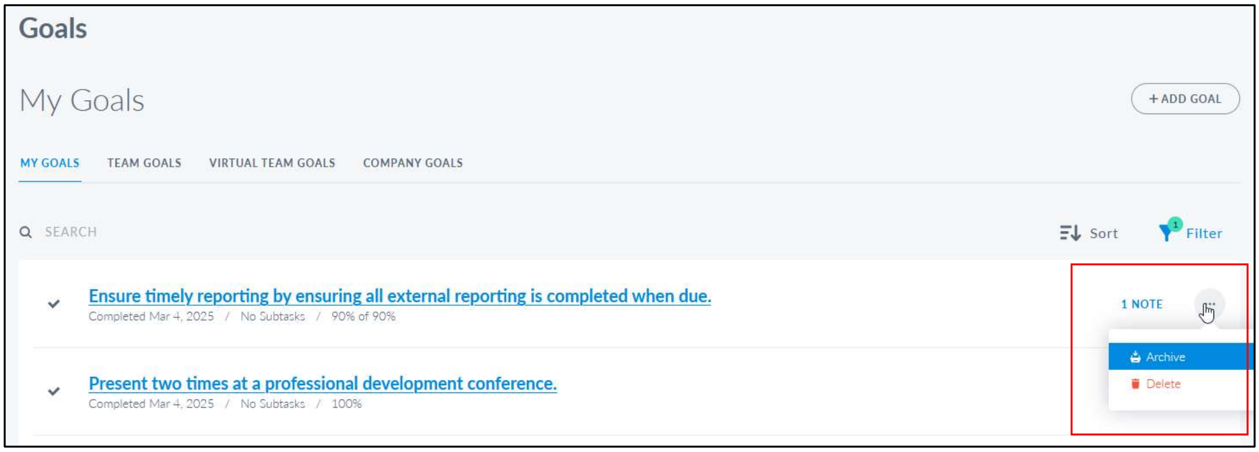
Personal Strategic Goals are set for each fiscal year by all full-time employees hired before October 1st of the corresponding fiscal year. To collect goal data, we have created this manual to help all employees enter goals in a similar manner. Data elements highlighted Aviator blue are used as data to support merit bonuses. To ensure accurate data pulls, please pay close attention to how you document these data elements.



Step 1: Log into the onestop.asun.edu portal. Navigate to the Staff & Faculty portion of the menu on the left-hand side. Click the **Bridge Performance link**. This should open a new tab and sign you into bridge automatically.

Step 2: Once your new tab opens you should be on the landing screen for the Bridge platform. To the left, you will see two menus. Make sure you have clicked the **Me tab** in the far left-hand menu and then the **Goals tab** in the secondary menu. This should bring you to the Goals Page.

Step 3: Once on the goals page, if you have goals from the previous year, you will need to archive those goals. To archive the goals, click the three buttons to the right hand of the goal, and choose the archive option as shown below. **Archive all goals from the previous year.**

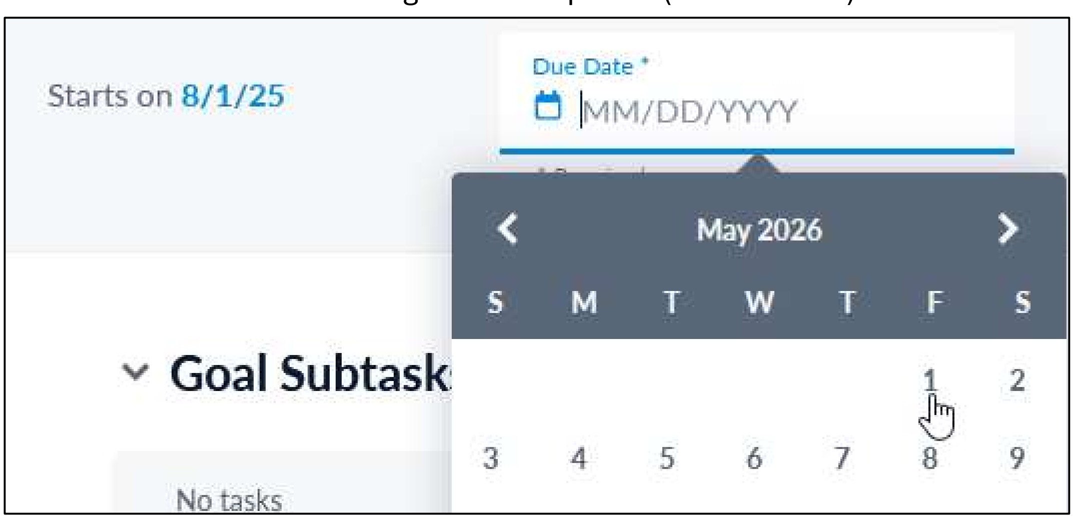


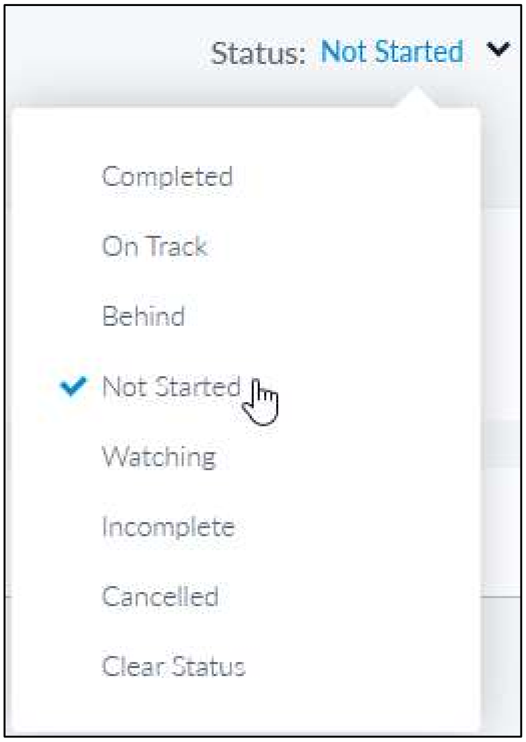
Step 4: Add a new goal by clicking the **+ADD GOAL** button in the upper right-hand corner.

Step 5: **Add a goal title.** The goal title must accurately describe the goal you are trying to reach. To ensure we are creating goal titles that are meaningful for the institution, use the SMART Goal Guide.

Step 6: You may use the goal description area to help explain your goal or add additional information for you and your supervisor, but it is not required.

Step 7: Add a **start date** of the current date and a **due date** of May 1st of the following year by clicking in the start and due date boxes and selecting the dates from the drop-down menu. The due date will change to a time period (i.e. 9 months).



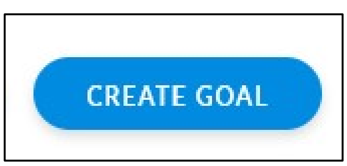


Step 8: Set the **status** to **Not Started** to begin the goal. As you complete steps towards this goal, your status will change to **On-track, Complete, Incomplete, or Cancelled**.

Step 9: Choose how you want to measure your goal. If the goal is measurable through completing sub-goals, **add subgoals**. If you choose not to add sub-goals, skip to **progress metric** to add a measure using the following:

- Completed Subtask (Be sure to add subtask to complete.)
- Currency (Type is $, Target is the goal, Current is what you have at any point in time)
- Numeric (If you are counting something like enrollment, students, or completions you may use this. Be sure your goal is specific enough to clarify this measure.)
- Percentage (If you are trying to hit a rate, you may want to use this. Be sure your goal tells the specific measure.)

Step 10: Using the **Alignment area**, align the goal to **at least one company goal or one team goal**. This alignment helps us roll the goals up to the appropriate strategic priority.



Step 11: Leave the viewable by at Me and My Manager and click **Create Goal** to finish the process.