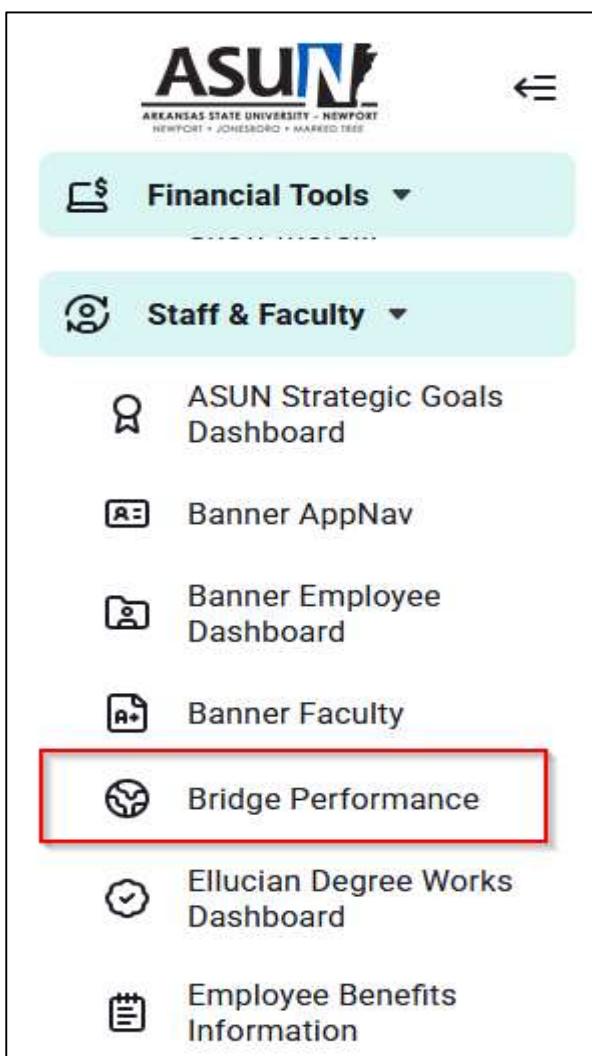


Team Strategic Goal Setting in the Bridge Performance Platform

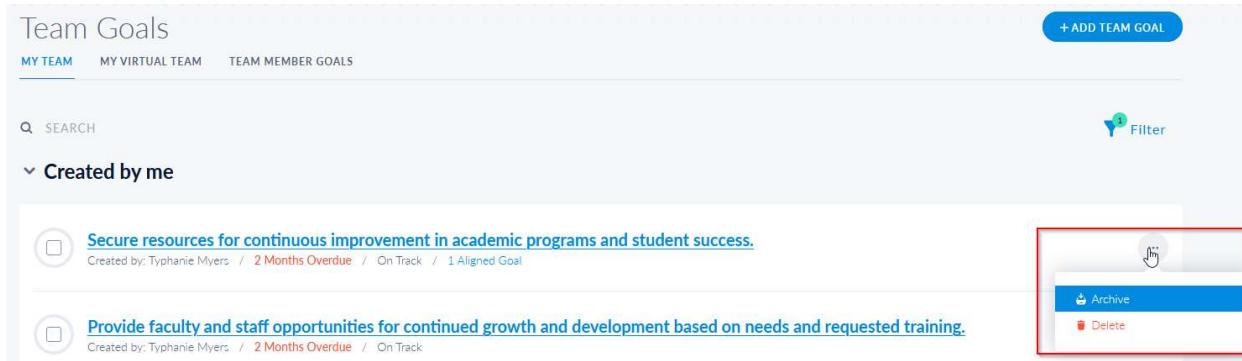
Team Strategic Goals are set for each fiscal year by all supervisors hired before October 1st of the corresponding fiscal year. To collect goal data, we have created this manual to help all supervisors enter goals in a similar manner. Data elements **highlighted Aviator blue** are used as data to support the strategic plan. 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 **Team tab** in the far left-hand menu and then the **Goals tab** in the secondary menu. This should bring you to the Team 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.**



Team Goals

MY TEAM MY VIRTUAL TEAM TEAM MEMBER GOALS

SEARCH Filter

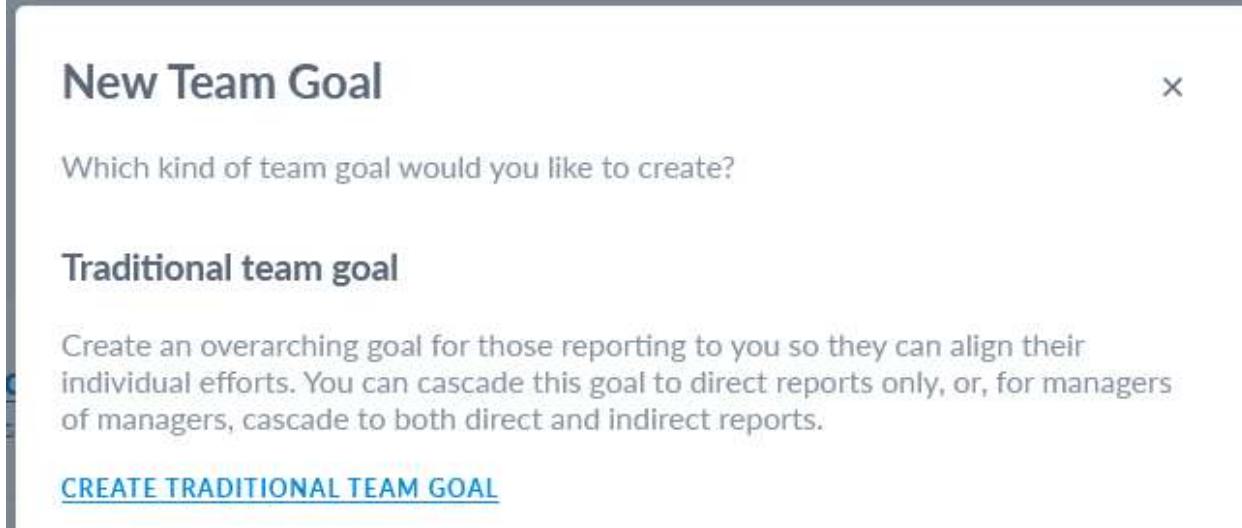
Created by me

[Secure resources for continuous improvement in academic programs and student success.](#)
Created by: Typhanie Myers / 2 Months Overdue / On Track / 1 Aligned Goal

[Provide faculty and staff opportunities for continued growth and development based on needs and requested training.](#)
Created by: Typhanie Myers / 2 Months Overdue / On Track

+ ADD TEAM GOAL

Step 4: Add a new team goal by clicking the **+ADD TEAM GOAL** button in the upper right-hand corner. A pop-up menu should pop-up to select which type of goal you want to add. Select Create Traditional Team Goal.



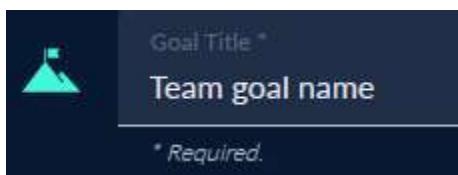
New Team Goal

Which kind of team goal would you like to create?

Traditional team goal

Create an overarching goal for those reporting to you so they can align their individual efforts. You can cascade this goal to direct reports only, or, for managers of managers, cascade to both direct and indirect reports.

[CREATE TRADITIONAL TEAM GOAL](#)



Goal Title *

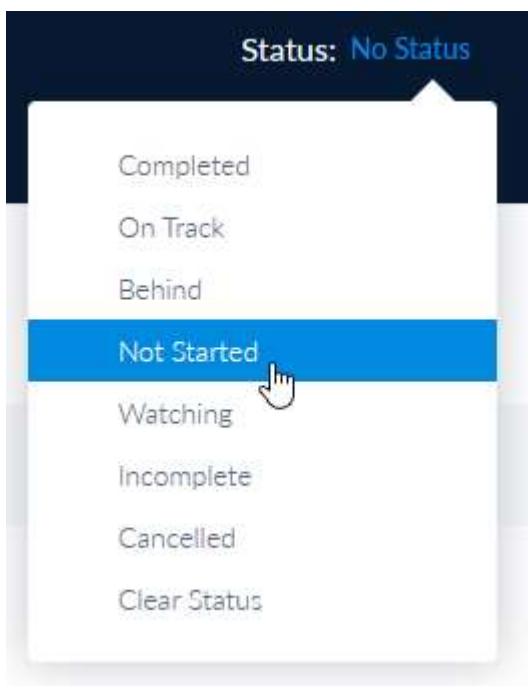
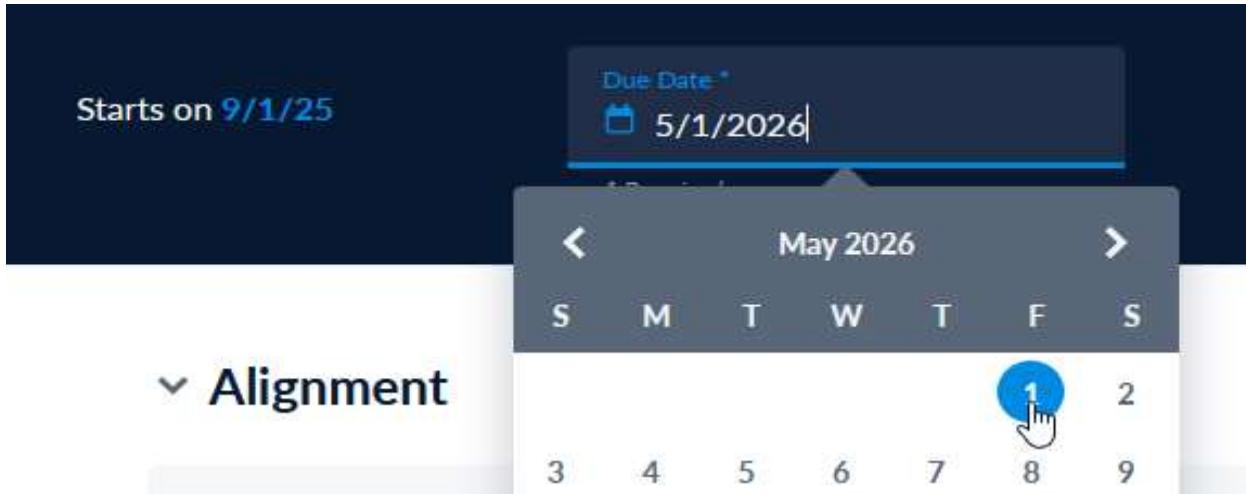
Team goal name

* Required.

Step 5: **Add a goal title.** The goal title must accurately describe the goal you are trying to reach. To ensure meaningful goals are created for the institution, use the [SMART Goal Guide](#).

Step 6: Use the description area to add additional information about how this goal supports the strategic initiatives at the college. This area can also be used to explain sub-goals to direct reports.

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: Using the **Alignment area**, align the goal to **a company goal (strategic priority)**. This alignment helps us roll the goals up to the appropriate strategic priority.

▼ Alignment

Company Goal: None ▾

Step 10: Choose whether you want your goal to cascade to only your direct reports, or all indirect reports as well, and click the Create Goal button to complete the goal.

CREATE GOAL