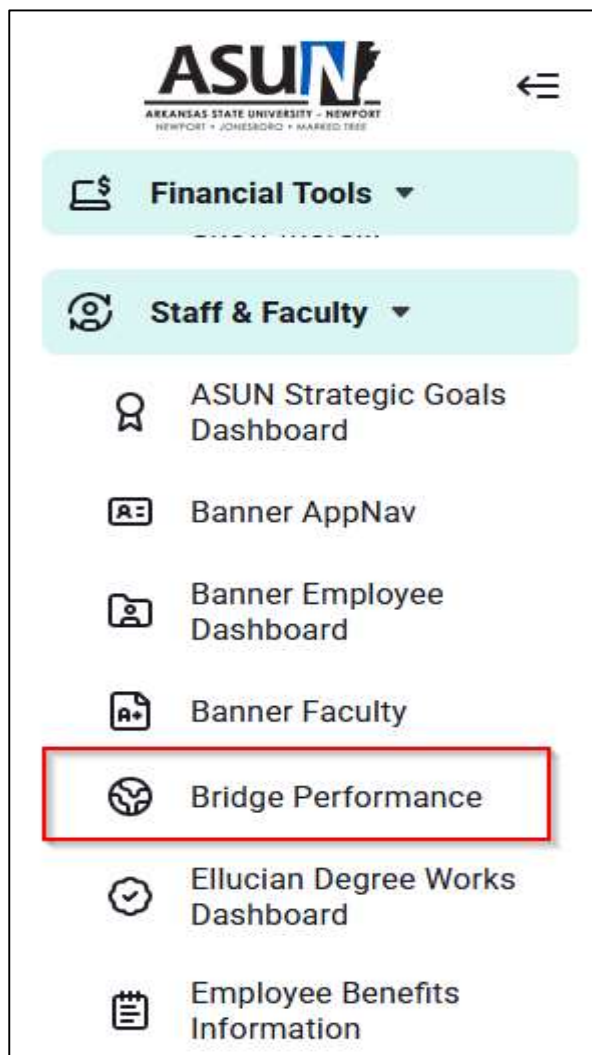


Team Strategic Goal Setting in the Bridge Performance Platform

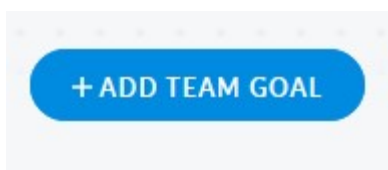
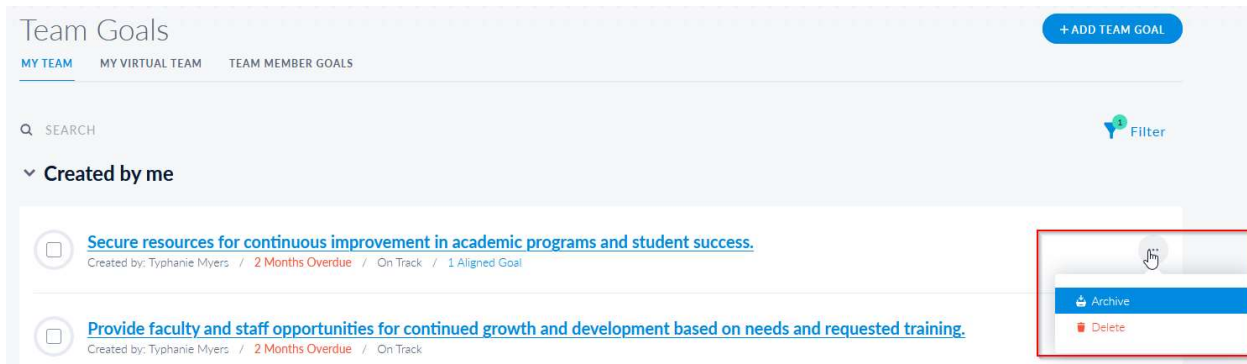
Team Strategic Goals are set for each fiscal year by all supervisors hired before October 1st of the corresponding fiscal year. To collect goal data, we have created this manual to help all supervisors enter goals in a similar manner. Data elements [highlighted Aviator blue](#) are used as data to support the strategic plan. To ensure accurate data pulls, please pay close attention to how you document these data elements.



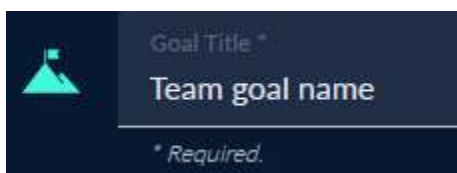
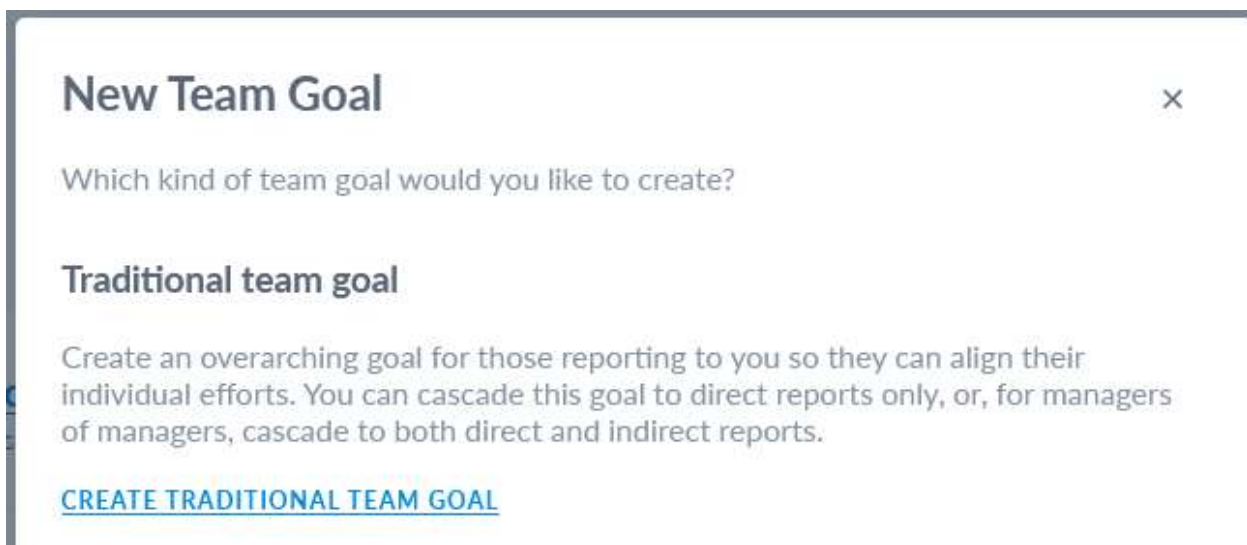
Step 1: Log into the onestop.asun.edu portal. Navigate to the Staff & Faculty portion of the menu on the left-hand side. Click the **Bridge Performance link**. This should open a new tab and sign you into bridge automatically.

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.**



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.



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).

The screenshot shows a dark-themed interface. At the top, it says 'Starts on 9/1/25'. Below this, there's a 'Due Date' field with a calendar icon and the date '5/1/2026'. A calendar dropdown is open, showing 'May 2026' with days of the week (S, M, T, W, T, F, S) and dates (1-9). The date '1' is highlighted with a blue circle and a hand cursor. Below the calendar, there's a section titled 'Alignment' with a dropdown arrow.

The screenshot shows a status dropdown menu. The current status is 'No Status'. The dropdown list includes: Completed, On Track, Behind, Not Started (highlighted with a blue bar and a hand cursor), Watching, Incomplete, Cancelled, and Clear Status.

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