Creating Responsibilities, Goals and Tasks

Responsibilities:

Your **Responsibilities** are not intended to replace your job description, but should reflect the high-level responsibilities of your job. Responsibilities are broad in scope and describe your on-going major functions.

Writing Your Responsibilities:

Write 1-2 sentences describing a high-level, key function of your job. Remember, a responsibility is outcome-based and does not require quantification or a specific deadline. Start with a verb and write short, concise sentences that describe the essential question, "what were you hired for?" or "what does the organization rely on me for?". You should have between 5 and 7 primary responsibilities. Add an adjective so that the responsibility describes the picture of success.

Examples:
- Successfully establish the comprehensive and aspirational Regional Market Strategy for the delivery of the consulting products and solutions for the biotechnology and financial services vertical markets.
- Develop trusted relationship with senior managers and coach and develop them to be excellent supervisors.
- Provide visionary leadership to your department and cross functional teams by demonstrating positive and clear communication, respect, integrity, continual learning and accountability.
- Utilize excellent service standards while administering benefits to employees; in addition to, successfully leading the annual open enrollment process.
- Ensure excellent quality customer services standards are established, understood, utilized and monitored in all production areas.
- Establish increased brand recognition for the company using social media avenues.
- Test, evaluate and benchmark products to create a competitive marketing Goal for each product.

Revising Responsibilities: You can edit your responsibilities anytime. Click on the responsibility detail and place your curser somewhere in the responsibility text. Once finished, save or submit the responsibility for approval.

Deleting Responsibilities: To delete a responsibility, click on the responsibility detail.

Goals:

Goals represent how you will participate in contributing to reaching the company's initiatives. A goal is something that you will achieve (or not achieve) by a specific date that can then be marked as complete. Goals should reflect your specific objectives and answer the question "what do I want/need to accomplish, by when?"

There are five types of Goals:

1. **Individual:** Your own contribution to the department's or company initiatives.
2. **Team:** If you are leading a team, you will select this goal and add members. The team can be within a department or across departments, functions or levels.
3. **Management:** Your department's contribution towards initiatives. This is a goal that the members of the department share, but the manager owns.
4. **Development:** What are the skills, competencies or knowledge that you need to develop within yourself? Go get them and define that picture here.
5. **Innovation:**   Your goal that is visionary and exciting, never been done before. and customer focused.

Examples:

- Increase revenue by 15% by streamlining product delivery.
- Reduce operational expenses by 25% by reducing the number of employee shifts from 4 to 3.
- Increase the annual guest arrivals by 20 percent from 1,500 guests to 1,800 guests.
- Train all employees on how to successfully use the point of sale software.
- Execute on 5 new contracts with 4 new suppliers.

Establish Goal Measurement Criteria

- Behind: Describe the lower limit of the goal - what does missed look like?
- On Track: Ok, you have completed this goal - what does it look like?
- Ahead: You nailed it!   Now describe.

Revising Goals: You can edit your goal after you have created, saved it and before you receive approval from your manager. Click on the Goal and edit. Save again or submit for approval.

Tasks:

Tasks are those actions tied to reaching a goal. They are activities that "step" you towards goal attainment. Consider your tasks as your 'to-do' list or action steps.

<u>Writing Tasks:</u>

Select a goal that you will be adding a task to by clicking the task tab. Click "add task" and determine the end date. Describe the task and click the add sign.

<u>Adding Notes to a Task:</u>

If you would like to add a note or update status to the task, click "add note". You can also make sure the note gets sent to your manager.

<u>Revising Tasks:</u>

You can edit your task after you have created and saved it. Click the edit button and make any appropriate revisions. Then click save.

<u>Completing the Task:</u>

Once a task is completed – click the complete button.