ACCESS ACHIEVEonline

- Go to hr.uci.edu/partnership/achieveonline
- Click the GO TO ACHIEVEonline button
- Enter your username and password
- Click the LOGIN button

CREATE GOALS

- From HOME page, click on CREATE GOAL button
- Enter the goal title and brief description
- Enter a start and end date
- Select goal type
- Add milestones if desired (weight required)
- Attach documents if desired
- Save or submit; submitting sends request to manager for approval. Goals must be approved by manager.

EDIT GOALS

- From HOME page, click on EDIT GOALS button
- Click on the dropdown button on the far right of the goal to see available options which include:

  EDIT
  COPY OR ADVANCE
  CANCEL
  VIEW HISTORY

- The right-pointing arrow (carrot) allows you to:

  ENTER GOAL STATUS
  ATTACH DOCUMENTS
  ADD A COMMENT

- Save or submit; submitting sends request to manager for approval.

COMPLETE CHECK-IN

- From HOME page, click on CHECK-IN button
- Select the appropriate Check-in
- From the left navigation, select GOAL FEEDBACK
- Enter feedback on each goal
- Select MANAGE YOUR GOALS from dropdown menu on the upper right of each goal summary to:
  - Select goal Status
  - Attach documents if desired
- Click Save or Continue
- From the left navigation, select DISCUSSION QUESTIONS
- Use the comment fields to enter feedback to each of the five required discussion questions
- Save or submit; submitting sends request to manager for approval

REVIEW PRIOR CHECK-INS

- From HOME page, click on EXTRA button
- Tasks are sorted chronologically
- Click on Check-in to review; use drop down to print

MANAGER ACTIONS

This section applies to managers only.

CASCADE GOALS TO EMPLOYEES

- From HOME page, click on CREATE GOAL button
- Enter goal information
- Under Assignment at the bottom of page, click Your Team, select staff who will participate in goal, and set up as Individual or Shared goal
- Save or submit; submitting sends notification to employee(s)

EDIT EMPLOYEE GOALS

- From HOME page, click on EDIT GOALS button
- Click on the Team Goals tab
- Locate the employee, click on the carrot to the right, select the goal to edit and then click on the drop down to perform a function
- Submitting results in immediate change and sends notification to employee

COMPLETE EMPLOYEE CHECK-IN

- From HOME page, go to the YOUR TASKS box on the right and click on the employee task
- Click on Goal Feedback tab on the left, review employee's feedback, and then enter your feedback for each goal
- Click Save or Continue
- Go to Employee Discussion Questions, review employee's feedback, and then enter your feedback to each question
- Click Save or Continue
- Go to Manager Discussion Question and enter your feedback
- Click Save or Continue
- Enter date of check-in discussion with employee
- Save or submit; submitting allows employee to view your input. If you'd prefer to share input with employee during check-in discussion first, simply Save. Do not submit until after the discussion has taken place.

QUESTIONS, CONCERNS & COMMENTS

Please direct questions, concerns and comments to your Human Resources Business Partner (HRBP) or email eec@uci.edu. For information regarding the ACHIEVE performance program, visit hr.uci.edu/partnership/performance.