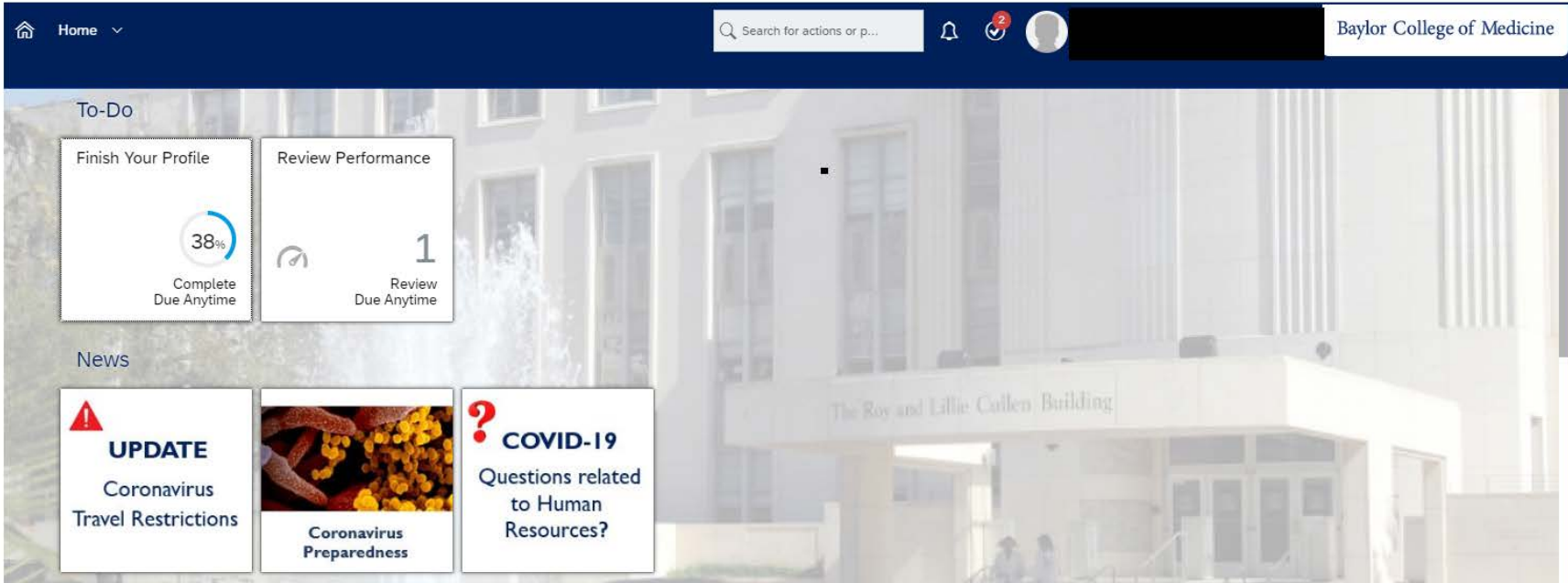
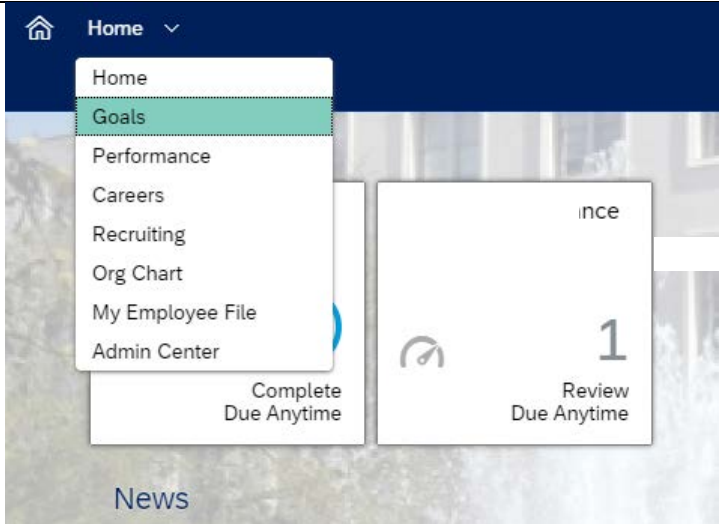
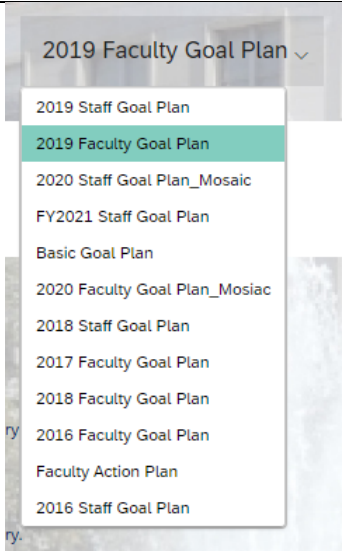
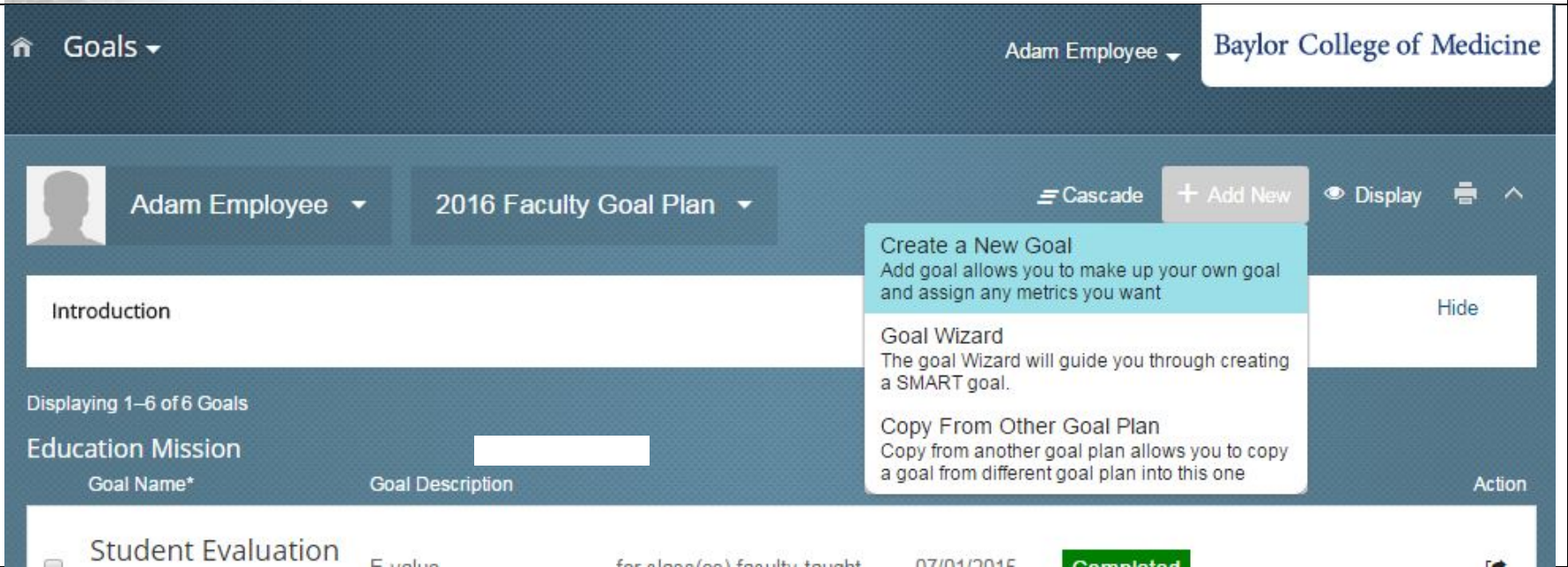


Procedure	Screenshot
<p>1</p> <p>Click the link from the email to access the faculty performance assessment and planning tool or go to <a href="http://www.bcm.edu/hr-solutions">http://www.bcm.edu/hr-solutions</a>.</p> <p>Faculty accessing the system through non-Baylor networks will need multi-factor authentication – instructions are available here: <a href="#">BCM Multi-Factor Authentication (MFA)</a></p>	
<p>2</p> <p>You will see a window that features tiles that contains information such as a to-do list or a link to helpful resources.</p> <p>General navigation, the home icon, is in the upper left.</p> <ul style="list-style-type: none"> <li>• Home:</li> <li>• Goals:</li> <li>• Performance:</li> </ul> <ul style="list-style-type: none"> <li>• The To-Do list features important tasks to be aware of and their due date</li> </ul>	

3	<p>To get started adding goals, you may make changes (additions, edits, subtractions) to your goals in the goals section. This can be accomplished using the Goals section under the upper left tab.</p>	 A screenshot of a web application's navigation menu. The menu is open, showing options: Home, Goals (highlighted in green), Performance, Careers, Recruiting, Org Chart, My Employee File, and Admin Center. Below the menu, there are two cards: one with a circular arrow icon and the text 'Complete Due Anytime', and another with a large number '1' and the text 'Review Due Anytime'. The background shows a blurred office scene with a 'News' section at the bottom.	
4	<p>You may see some goals already pre-populated or goals you entered. These goals have been supplied by your department chair. If you have questions about any pre-populated goals, please contact your administrator. You may also add goals that you have previously received from your department chair or supervisor as well as any goals you want to add.</p> <p>As a supervisor you may select the name drop down to look at, and edit, the goals of your direct reports.</p>		

<p>5</p>	<p>Once in the goal plan, there is a drop down box to indicate which goal plan you are currently viewing.</p> <p>For review periods between July 2019-June 2020 please use the 2020 Faculty Goal Plan</p> <p>July 2020-June 2021 please us the 2021 Faculty Goal Plan</p>	
<p>6</p>	<p>To create a new goal, click on the “+ Add New” button. The add goal button provides the following options:</p> <ul style="list-style-type: none"> <li>• Create a New Goal</li> <li>• Goal Wizard</li> <li>• Copy from Other Goal Plan</li> </ul>	

7	<p>Selecting create a new goal provides 2 options: personal and library goal. Personal goals are goals that can be created from a blank template. Library goals are goals that have been populated in the system based upon previous goal entry by BCM faculty</p>	<ul style="list-style-type: none"><li data-bbox="846 300 1962 406">+ <b>Personal Goal</b> Personal Goals allow you to make up your own goal and assign any metrics you want.</li> <li data-bbox="846 479 1841 584">+ <b>Library Goal</b> Library Goals are selected from an organized library with suggested metrics.</li></ul>
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8

Selecting create a new personal goal allows entry of information for goal. The fields available are as follows:

- Category
- Goal Name
- Goal Description
- Target – Con. Exceeds
- Target – Exceeds
- Target – Succ. Meets
- Target – Somewhat Below
- Target – Below
- Goal Actual
- Status
- Start Date
- Due Date
- Status Update

Only the following fields are required:

- Category
- Goal Name
- Target – Succ. Meets

It is recommended that you provide as many fields as possible.

### Add Goal

Edit your goal below.

Fields marked with \* are required.

Category:

\* Goal Name\*:  [spell check...](#) [legal scan...](#)

Goal Description:  [spell check...](#) [legal scan...](#)

Target - Con. Exceeds:

Target - Exceeds:

\* Target - Succ. Meets:

Target - Somewhat Below:

Target - Below:

Goal Actual:  [spell check...](#) [legal scan...](#)

Status:

Start Date:

Due Date:

Status Update: [+ Add Status Update](#)

9 Selecting create a new library goal allows selection of goals by mission-area. You may select as many goals as you want and hit the Add Selected button at the bottom. Doing so brings up each individual goal to make any adjustments.

Clinical Volume # of clinic visits or # of visits per day  
 Committee Participation Serve on X # of clinical-related committees  
 Medical Records Completion No notifications > 3 days  
 New Patients # of new patients  
 OR Case Count #  
 Patient Satisfaction Meet or exceed FY18 Press Ganey Score (assuming the score was 85%)  
 Work RVU Meet or exceed UHC wRVU Target for applicable specialty and cFTE designation

> Education

Cancel Back Add Selected

10 You may also copy a goal from an existing goal plan that already has goals. This will facilitate the creation of goals in subsequent years. To copy a goal select Add New and then Copy From Other Goal Plan.

Goals Adam Employee Baylor College of Medicine  
 Adam Employee 2016 Faculty Goal Plan Cascade Add New Display  
 Introduction Hide  
 Displaying 1-6 of 6 Goals  
 Education Mission  
 Goal Name\* Goal Description Action  
 Student Evaluation

**Create a New Goal**  
Add goal allows you to make up your own goal and assign any metrics you want

**Goal Wizard**  
The goal Wizard will guide you through creating a SMART goal.

**Copy From Other Goal Plan**  
Copy from another goal plan allows you to copy a goal from different goal plan into this one



11	Selecting Copy From Other Goal Plan brings up a list of existing goal plans.	<p data-bbox="760 190 2153 284" style="text-align: center;"><b>Step 1. Select Goal Plan</b></p> <p data-bbox="760 300 1612 332">Step 1 of 2. Select the goal plan with the goal(s) you want to copy.</p> <p data-bbox="819 397 1088 446"><b>Goal Plan Name</b></p> <ul data-bbox="819 479 1182 617" style="list-style-type: none"><li><input type="radio"/> 2016 Faculty Goal Plan</li><li><input type="radio"/> 2017 Faculty Goal Plan</li><li><input type="radio"/> Faculty Action Plan</li></ul>
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12 Select the goal you would like to copy and click copy.

**Step 2. Select Goal**

Step 2 of 2. Select Goal

**Education Mission**

Goal Name*	Goal Description	Start Date	Status
<input checked="" type="checkbox"/> Student Evaluation of Faculty	E-value rating by students for class(es) faculty taught.	07/01/2015	Completed

**Research Mission**

Goal Name*	Goal Description	Start Date	Status
<input type="checkbox"/> Research Scholarship through publications	# of major publications/# of total publications. CV should be updated to reflect all publications	07/01/2015	Completed
<input checked="" type="checkbox"/> Research Funding	Maintain a direct spend rate of 80% on all extramural funding to support research.	07/01/2015	Not Started

**Clinical Mission**

Goal Name*	Goal Description	Start Date	Status
<input type="checkbox"/> wRVU Productivity	wRVU productivitybased on AAMC benchmark for specialty at 65%tile and %cFTE	07/01/2015	Completed
<input type="checkbox"/> Improve Patient Satisfaction	Achieve and maintain an average Press Ganey Score in the 90th percentile for your specialty.	07/01/2015	Not Started

**Service & Citizenship Mission**

Goal Name*	Goal Description	Start Date	Status
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Cancel Back Copy



13	Enter each goal each goal you would like to add. Following the entry of your goals, your Goal Plan is complete.	
14	You may also enter goals on the form itself using the add goal	<p><b>Goals Introduction - Faculty Self-Review</b></p> <p>This section allows you to self-assess your performance on goals related to your performance of your assigned job responsibilities for the academic year. Some goals may be pre-populated by your department chair. You may also add additional goals using the add goal button at the top of the goals sections. At least one goal must be on the form for the process to be completed.</p> <p>Your evaluator will be rating your performance on these goals. Use the comments section to provide all information you believe will help your evaluator accurately assess your performance. You are encouraged to advocate for yourself through including all relevant information about your performance as well as any additional context that is important for the evaluator to consider in determining your ratings.</p> <p style="text-align: right;"><a href="#">Less</a></p> <p><b>Goals</b></p> <p style="text-align: right;"><a href="#">+ Add Goal</a></p>