Oracle

Talent Management Cloud
Implementing Goal Management

Release 13 (update 18B)
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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons \( ? \) to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select **Show Help Icons**. Not all pages have help icons. You can also access **Oracle Applications Help**.

Watch: This video tutorial shows you how to find help and use help features.

You can also read **Using Applications Help**.

Additional Resources

- **Community**: Use **Oracle Cloud Customer Connect** to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos**: Go to the **Oracle Help Center** to find guides and videos.
- **Training**: Take courses on Oracle Cloud from **Oracle University**.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
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<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
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<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
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Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the **Oracle Accessibility Program website**.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Introduction

Implementing Goal Management: Guide Overview

This guide describes the setup and implementation tasks for the Define Worker Goal Setting task list. Using these tasks you can implement and maintain Oracle Fusion Goal Management to set up and define goals that support common objectives of an organization.

This topic shows the scope of the guide, lists where to find information about prerequisites and pertinent information about implementing the Oracle Talent Cloud, summarizes the contents of each chapter, and describes where to find additional information for the tasks in the Define Worker Goal Setting task list.

Prerequisites

Before setting up Goal Management you must implement either:

- HCM Base
- Talent Management Base

You are also required to configure other applications and elements. The table lists sources of information, including guides and help topics, and a description of what they contain, to help you set up the configuration that fits your business needs and processes.

<table>
<thead>
<tr>
<th>Source</th>
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<tbody>
<tr>
<td>Oracle HCM Cloud Getting Started with Oracle Talent Management Cloud</td>
<td>Provides an overview of Talent Management Cloud options, purchasing and activation options, basic information for implementing Talent Management applications, and describes work areas.</td>
</tr>
<tr>
<td>Oracle Talent Management Cloud Implementing Talent Management Base</td>
<td>Describes user and role synchronization, implementation user setup, enterprise and workforce structures, workforce profiles, approvals, help configuration, and more.</td>
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<tr>
<td>Oracle Global Human Resources Cloud Implementing Global Human Resources</td>
<td>Describes user and role synchronization, implementation user setup, enterprise and workforce structures, workforce profiles, approvals, help configuration, and more.</td>
</tr>
<tr>
<td>Human Capital Management Cloud Integrating with Oracle HCM Cloud</td>
<td>Describes integration types, how to use file-based and spreadsheet loaders, integrations with Oracle Taleo Recruiting Cloud Service, web services, and coexistence.</td>
</tr>
<tr>
<td>Human Capital Management Cloud Securing Oracle HCM Cloud</td>
<td>Describes Oracle Human Management Cloud security, types of roles and how to create them, managing user accounts, types of security profiles and managing them, Oracle Identity Management, and Oracle Fusion Transactional Business Intelligence and Business Intelligence Publisher security.</td>
</tr>
<tr>
<td>Oracle Human Capital Management Cloud Creating and Administering Analytics and Reports</td>
<td>Illustrates how to save analytics and reports, describes data structure for analytics, creating and editing analyses, using flexfields in reports, and modifying reports.</td>
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Oracle Talent Management Cloud
Implementing Goal Management

**Introduction**

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<tr>
<th>Chapter</th>
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<th>Contents</th>
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<tr>
<td>2</td>
<td>Overview and Integrations</td>
<td>An overview of Oracle Fusion Goal Management implementation and description of how it integrates with other applications.</td>
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**Goal Management Settings**

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<th>Title</th>
<th>Task</th>
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<td>3</td>
<td>Descriptive Flexfields</td>
<td>Manage Worker Goal Descriptive Flexfields</td>
<td>Describes the available flexfields for Goal Management and where they are used.</td>
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<td>4</td>
<td>Profile Options</td>
<td>Manage Worker Goal Setting Profile Option Values</td>
<td>Describes how to configure the profile options for Goal Management and the effects of the settings.</td>
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<td>5</td>
<td>Lookups</td>
<td>Manage Worker Goal Setting Lookups</td>
<td>Describes common lookups for the Goal Management and Career Development work areas that have user or extensible customization levels.</td>
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**Goal Management Application Implementation**

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<th>Contents</th>
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<tr>
<td>6</td>
<td>Date Format for Goals</td>
<td>Describes how to change the default date format used for goals at the site level and at the user level.</td>
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Managing an Implementation

Enabling Offerings: Explained

Offerings and their functional areas are presented in an expandable and collapsible hierarchy to facilitate progressive decision making regarding whether or not you want to implement them. An offering or its functional areas can either be opted into or not opted into for implementation. Implementation managers decide which offerings to enable for implementation. Although all of the functional areas that represent core functionality of an offering are automatically enabled for implementation when a parent offering is enabled for implementation, you can select which of the optional functional areas are enabled. You can identify which functionality is already opted into by looking at the check box in the Enable column.

Related Topics

- Configuring Offerings

Configuring Offerings: Procedure

Enable offerings to modify functionality so that it matches the services you plan to implement. You need the Configure Oracle Fusion Applications Offering privilege (ASM_CONFIGURE_OFFERING_PRIV) to enable offerings.

Enable Offerings

To enable offerings, follow these steps:

1. Click Navigator > My Enterprise > Offerings work area.
2. In the Offers page, select the offering you want to implement.
3. Click the Opt In Features button.
4. In the Opt In page, select the Enable check box for the offering.
5. Review functional area hierarchy. Select the Enable check box to opt into functional areas as applicable to your business operations.
6. Click the Features icon in the Features column for the functional area you enabled to opt into and enable applicable features.
   - Depending on the feature type, a check box for Yes or No features or a Features icon for single and multiple choice features is displayed in the Enable column.
   - To enable a feature, select the check box for Yes or No types or click Features and select the appropriate choices for single and multiple choice features.
7. Click Done when you’re finished to return to the Opt In page.
8. Click Done to return to the Offerings page.
Repeat the same steps for each offering you want to implement or if you must change the opt-in configuration of any functional areas or features of an enabled offering.

**Related Topics**

- Configuring Offerings
2 Overview and Integrations

Define Worker Goal Setting: Overview

In the Define Worker Goal Setting activity, HR specialists and implementors perform setup and maintenance tasks related to Oracle Fusion Goal Management.

Implementors can use the Setup and Maintenance work area and HR specialists can also use both the Setup and Maintenance and Goals work areas to manage the following objects:

- The goal library
- Goal plans
- Eligibility profiles

For setup tasks only, the HR specialist and implementors can:

- Set profile options to specify the Goal Management features that your organization will use, such as the goal library, and goal plans, and approvals.
- Manage common lookups and update those that have user or extensible configuration levels.
- Manage email notification settings that are sent to workers and managers reminding them of upcoming events and approvals.

For the setup tasks, use the Setup and Maintenance work area to access the tasks in the Define Worker Goal Setting task list.

Related Topics

- Goal Library: Explained
- Goal Plans: Explained
- Mass Assignment of Performance Goals: Explained
- Goal Lookups: Explained
- Goal Management Profile Options

Social Networking with Performance Goals: Explained

If the page for editing a performance goal has a Social link, you can invite others to collaborate about the goal using social collaboration. Conversations remain with the goal as a historical record.

Examples of collaboration:

- A worker asks the manager to clarify objectives.
- The manager suggests actions for the worker to take toward goal achievement.
- A worker asks peers for advice on setting and achieving performance goals.
Collaborating about Goals

Tips for collaborating:

- To get started, click Social on the page for editing a goal. Click the Share button, or click Join if collaboration is in progress.
- Click the name of the goal to access its wall, where you can start conversations and add members.
- After collaboration starts for a performance goal:
  - Anyone at your company can be invited to participate in a conversation about it.
  - A peer can only participate in conversations after being invited as a member.
  - The worker and the manager can initiate conversations and invite members.
- On the wall of the performance goal, everyone invited can view basic attributes of the goal and post documents and comments that all members can see.

Related Topics
- What does social networking have to do with my job?

Goal Management: How It Works with Profiles

The Goals work area uses predefined content types Licenses and Certifications, Competencies, and Languages as target outcomes. Target outcomes are content types that contain content items and maintained in the Profiles work area. Target outcomes help workers add or improve requisite skills, competencies, certifications, or other qualifications. Depending on content section access settings for your role, you can add target outcomes to performance goals.

After a worker completes a performance goal, the worker’s person profile is updated to include the content item that the target outcome addresses. If the content item exists in the worker’s person profile, the profile is updated to include new or changed information.

To use Licenses and Certifications, Competencies, or Languages content type as a target outcome in the Goals work area:

- The relevant subscriber code must be used to access the Profiles functional area from the Goals work area.
- The use of target outcomes must be enabled for the Goals work area. You enable target outcomes for the Goal work area by using profile options.
- Your role must have access to the content type. You set content section access settings for a job or abstract role by using the Manage Profile Content Section Access task in the Setup and Maintenance work area.
- The Goals content type must have a relationship with the content type. You add a relationship between the Goals content type and the corresponding content type in the Profiles work area.
The figure shows how the application adds the Customer Focus competency from the content library to a goal as a target outcome, and then to the worker profile when the goal completes.

**Content Library**

- Degrees
- Competencies
  - Communication
  - Customer Focus
  - Leadership

**Goal**

- Target Outcomes
  - Customer Focus

**Worker Profile**

- Languages
- Competencies
  - Build Relationships
  - Customer Focus

**Adding Target Outcomes to Performance Goals**

If allowed, you can add target outcomes to goals when adding or editing performance goals for a worker. You can select target outcomes from the available list of content types competencies, languages, and licenses and certifications only. The content types available to you depend on the content section access settings for your role.

If allowed, you can also add target outcomes to performance goals when:

- Adding goals to the goal library
- Adding goals to a goal plan when creating or populating the plan
• Mass assigning goals
• Administering goals

Updating Worker Profiles

When the performance goal is completed, and approved if approvals are required, then the worker’s person profile is updated to include the target outcomes. For content items that require a rating level, such as competencies, the manager must select a rating level, which is the rating level associated with the content item. If approvals aren’t enabled for completing the percentage completion of a goal, the worker can also rate the competency associated with the goal. The evaluation type displayed for the competency is Self when the worker rates the competency.

Note: If you delete a goal, the ratings associated with a competency aren’t deleted from the worker’s profile. Depending upon the evaluation type, the user who rated the worker’s competency can delete or update the rating on the worker’s person profile even after the goal is deleted.

Related Topics

• How can I define a relationship between the Goals content type and other content types?
• Content Types: Explained
• Content Items: Explained
• Goal Management Profile Options
• The Role-Based Content Section Access: Explained

Performance Documents: How They Work with Goals

During a performance evaluation, the line manager or worker can update a performance document to include performance goals and development goals. Workers and managers can create goals directly in the performance document. If Oracle Fusion Goal Management or Oracle Fusion Career Development are used, workers and managers can add goals from the goal library and the worker’s goals from those business processes. Workers and managers can maintain goals either in the performance document or using the goal management and career development business processes, and the goals are updated in the respective business process.

In the performance document:

• Performance goals are maintained in the Performance Goals section
• Development goals are maintained in the Development Goals section
The figure shows how performance documents integrate with the goal management and career development business processes, and how goals update the worker profile.

Manager Record Requirements
To use the performance management business process to manage performance documents, workers must have both a job and a line manager on their assignment record.

Adding Goals to the Performance Document
Depending on configuration, goals can be added to performance documents in these ways:

- The performance template can include performance and development goals that are added directly to the performance document.
Workers and managers can add performance and development goals directly to a performance document.

Workers and managers can import performance and development goals from the workers' other performance documents.

Workers' performance goals from Goal Management populate the performance document.

Workers' development goals from Career Development populate the performance document.

When created, the performance document may contain goals that the performance template is configured to provide. If Goal Management is used, the goals in the Performance Goals section may include the worker’s own performance goals and others selected from the goal library. If Career Development is used, the goals in the Development Goals section may include the worker’s own development goals or others added from the goal library. Only approved performance and development goals populate the performance document, if approvals are used in the goal management and career development business processes.

During the evaluation process the worker and manager can create goals, and add goals from the goal library, if it’s enabled. If they add a goal to the Performance Goals section, it becomes a performance goal. If they add a goal to the Development Goals section, it becomes a development goal. The worker and manager can also use the Import Goals and Competencies action to copy the worker’s goals (but not ratings or evaluation comments) from another of the worker’s performance documents. The Import Goals and Competencies action creates a new goal, but copies its key attributes from an existing goal in another performance document. The action is found on the pages used to evaluate the worker or set document content.

Performance and development goals created in a performance document aren’t added to the goal library and aren’t visible there. The performance goal can be viewed from the worker’s person spotlight and on all other pages where the goal is included except in the library. Development goals can be viewed only on the Career Development pages.

Updating Performance Documents from Goal Management

Performance and development goals that workers or managers add or edit in Goal Management, Career Development, or in performance documents are maintained such that they are consistent in their respective applications. For example, primary goal characteristics, such as the goal name, description, success criteria, and completion date, are kept identical in both locations. Any attachments to goals are also displayed in the performance document.

The goal details held in performance documents and the goal management or career development business processes have some differences:

- Goal ratings that the worker or manager provides in the performance document aren’t available on the Goal Management or Career Development pages.

- Performance goal weights added on the Goal Management pages are added to the performance document when the goal is initially added to the document. Afterward, the weights from Goal Management update in the performance document, if configured to do so, when the manager or worker uses the Update Goals and Competencies action in the performance document.

- Evaluation comments added to the performance document don’t show on the Goal Management or Career Development pages. However comments from the Goal Management and Career Development pages appear in the performance document.

Workers and managers can add performance goals on the Goal Management pages and the goals are pulled into the workers' performance documents when the documents are created. Goal plans are required to manage goals in Goal Management. The goals in a goal plan associated with the review period and document type selected for the performance document appear in the document when it’s created.

Development goals from Career Development populate the performance document when the dates of the development goal overlap any portion of the performance document dates. For example, a development goal with a start date before the performance document start date and either an end date after the performance document end date, or no end date, is pulled...
into the performance document. Future development goals that start after the performance document concludes and those that are inactive can also populate the performance document, if configured to do so.

When managers or workers edit the worker’s existing goals in Goal Management or Career Development, the changes are reflected in the performance document when it’s opened. To copy new goals into the performance document from the goal management or career development business processes they must use the Update Goals and Competencies action in the performance document. Goals aren’t automatically removed from the performance document and must be manually removed.

**Updating Goal Management from Performance Documents**

Updates made to the performance document are displayed in Goal Management and Career Development when the performance document is saved or submitted.

When a worker or manager adds a performance goal to the performance document, they can select the goal plan to which to add the goal. The selected goal plan must be one of those that were used to populate the performance document.

**Updating Profiles from a Completed Evaluation**

When the performance document is completed the application updates the worker’s profile to include the goals section ratings for both the Performance Goals and Development Goals sections. Ratings for individual goals are maintained in the performance document only.

**Completing Goals in the Performance Document**

When the performance document is completed the performance goals are updated in Goal Management and development goals are updated in Career Development. After that process concludes, managers and workers can’t update goals in the performance document either directly, or by using Goal Management or Career Development. They can continue to add or update goals in Goal Management or Career Development, but those changes aren’t reflected in the performance document.

**Setting Up the Performance Template to Use Goals**

To manage goals in performance documents, implementors must:

- Create a Performance Goals performance template section to manage performance goals and add it to the performance template.
- Create a Development Goals performance template section to manage development goals and add it to the performance template.

To use Goal Management and the goal library with performance documents, they must also:

- Enable the Goal Management Business Process Enabled (HRG_USE_GOAL_MANAGEMENT) profile option using the Manage Administrator Profile Values task.
- Enable the Goal Library Enabled (HRG_ENABLE_GOAL_LIBRARY) profile option.
- Select the **Populate with worker goals** check box in the Performance Goals performance template section.
- Optionally, select the **Allow update goals action to update goal weights from goal management business process** check box in the Performance Goals performance template section.
- Select a review period and performance document type for the template associated with a goal plan for the performance template period.
To use Career Development and the goal library with performance documents, implementors must:

- Enable the Goal Library feature choice in the Workforce Development offering.
- Select the **Populate with workers development goals covering any part of evaluation period** check box in the Development Goals performance template section.
- Optionally select the **Include future development goals starting after evaluation period** and **Exclude inactive development goals** check boxes in the Development Goals performance template section.

**Related Topics**

- Setting Up the Performance Template: Critical Choices
- Removing Goals Contained in a Performance Document: Explained
- Performance Documents: How They Work with Profiles
3 Descriptive Flexfields

Descriptive Flexfields for Oracle Fusion Goal Management

Use descriptive flexfields to add company-defined attributes for a performance goal entity, such as goals, goal access, and goal plans, and define validation and display properties for them. For example, you can create a descriptive flexfield to distinguish between goals that are for projects, or those for a half year or full year.

Defining Descriptive Flexfield Segments

Use the Manage Descriptive Flexfields task in the Set up and Maintenance work area to define a segment for a descriptive flexfield for goals. You can add more information related to goals and goal plans.

Oracle Fusion Goal Management includes the following two descriptive flexfields.

<table>
<thead>
<tr>
<th>Descriptive Flexfield</th>
<th>Description</th>
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<tbody>
<tr>
<td>HRG_GOALS</td>
<td>Fields for goal information appear on the My Goals page.</td>
</tr>
<tr>
<td>HRG_GOAL_PLANS_B</td>
<td>Fields for goal plan details appear on the Create and Edit Performance Goal Plan pages.</td>
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</table>

Activating Descriptive Flexfields

To activate a descriptive flexfield, you must also define lookup codes and value sets along with the descriptive flexfield segment. For more information on using flexfields for company-defined attributes, see the Oracle Fusion Applications Extensibility Guide.

Related Topics

- Descriptive Flexfields: Explained
- Flexfields: Overview
4 Profile Options

Goal Management Profile Options

Set profile options to specify features that you will use in the Goals work area, such as the goal library and multiple measurements, and to set the online processing threshold.

You determine whether to enable the following features:

- The Goal Management business process, goal library, and organization goals
- Performance goal sharing and alignment
- Goal plan sets
- Manager approval for add, update, completion, cancel, and delete actions to perform on goals
- Goal tasks, goal target outcomes, and multiple measurements
- Completed goal edit options
- Matrix management
- Online processing threshold, which is the maximum number of records the application can automatically process for goal assignment processes where goals are assigned to multiple workers at the same time

Goal Management Business Process, Goal Library, and Organization Goals

This table lists the profile options that enable the Goal Management business process, the goal library, and organization goals.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
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<tr>
<td>HRG_USE_GOAL_</td>
<td>Goal Management</td>
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<td>Enables adding</td>
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<td>MANAGEMENT</td>
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Goal Sharing and Goal Alignment

This table lists the profile options that enable goal sharing and alignment.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_ENABLE_GOAL_ALIGN</td>
<td>Goal Alignment Enabled</td>
<td>Y</td>
<td>Workers and managers can support organization goals by creating a relationship between their own goals and those of their managers, colleagues, or the organization.</td>
<td>Preserves existing alignment but prevents new goal alignment.</td>
</tr>
<tr>
<td>HRG_ENABLE_GRANT_ACCESS</td>
<td>Goal Sharing Enabled</td>
<td>Y</td>
<td>Enables managers and workers to let others copy their goals.</td>
<td>Preserves existing sharing but prevents new goal sharing.</td>
</tr>
</tbody>
</table>

Goal Plan Sets

This table lists the profile options that enable features related to goal plan sets.
## Manager Approvals for Changes to Goals

This table lists the profile options that enable manager approvals for add, update, completion, cancel, and delete actions performed on goals.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_USE_GOAL_PLAN_SET</td>
<td>Goal Plan Sets Enabled</td>
<td>N</td>
<td>Enables the goal plan set feature so that HR specialists can create a goal plan set, add goal plans to the set, and assign the set to a population.</td>
<td>The goal plan set feature isn’t available for goal plans.</td>
</tr>
</tbody>
</table>

### Profile Option Codes

#### HRG_KEY_ATTR_CHG_REQ_APPR

**Require Manager Approval for Changes to Key Goal Fields**

- **Default**: N

  Enables HR specialists to select whether to allow workers to edit key goal fields without manager approval. Allow workers to edit key goal fields without manager approval, HR specialists select the option to allow workers to update the goal when assigning goals to workers. Key goal fields include goal name, start date, and others.

  Enables workers to edit key goal fields added by them without manager approval.

#### HRG_ADD_GOAL_REQ_APPR

**Require Manager Approval for Adding a New Goal**

- **Default**: N

  Requires manager approval when workers add performance goals.

  Enables workers to add performance goals to their goals without manager approval.

#### HRG_GOAL_COMPLN_REQ_APPR

**Require Manager Approval for Updating Goal Status to Completed**

- **Default**: Y

  Requires manager approval when workers update the goal status to Completed or when workers delete goals. Any new goals added with the goal status as Completed also require manager approval.

  Enables workers to update the goal status to Completed or delete a goal without approval.

#### HRG_CANCEL_GOAL_REQ_APPR

**Requires Manager Approval to Cancel a Goal**

- **Default**: N

  Requires manager approval to cancel goals added by workers.

  Enables workers to cancel goals added by them without manager approval.
### Profile Options

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_Delete_GOAL_REQ_APPR</td>
<td>Require Manager Approval for Deleting a Goal</td>
<td>N</td>
<td>Requires manager approval to delete goals added by workers.</td>
<td>Enables workers to delete goals added by them without manager approval.</td>
</tr>
</tbody>
</table>

### Tasks, Target Outcomes, Multiple Measurements

This table lists the profile options that enable tasks, target outcomes, and multiple measurements.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_ENABLE_TASK</td>
<td>Goal Tasks Enabled</td>
<td>Y</td>
<td>HR specialists, workers, and managers can add tasks to performance goals.</td>
<td>Tasks can’t be added to goals. If this value is selected at a later time, tasks created earlier are visible, but you can’t edit them.</td>
</tr>
<tr>
<td>HRG_ENABLE_OUTCOMES</td>
<td>Goal Target Outcomes Enabled</td>
<td>Y</td>
<td>HR specialists, workers, and managers can add target outcomes to performance goals.</td>
<td>Target outcomes can’t be added to goals. If this value is selected at a later time, target outcomes created earlier are visible, but you can’t edit them.</td>
</tr>
<tr>
<td>HRG_ENABLE_MULTIPLE_MEASUREMENT</td>
<td>Multiple Measurements for Goals Enabled</td>
<td>N</td>
<td>HR specialists, managers, and workers can add multiple measurements to goals. Whenever you enable the option, the application displays all earlier multiple measurements, if available.</td>
<td>Preserves existing multiple measurements but prevents adding multiple measurements to goals. However, when you disable this profile option and multiple measurements existed for a goal before disabling the option, the application displays only the earliest measurement added to the goal.</td>
</tr>
</tbody>
</table>
Completed Goal Edit Options

This table lists the profile option that enables editing completed goals.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Using the Default Value</th>
<th>Other Values and Their Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_COMPLETED_GOAL&gt;Edit_Options</td>
<td>Completed Goal Edit Options</td>
<td>Reopen</td>
<td>Enables edits to completed goals only by using the Reopen button on goal management pages.</td>
<td>• Always Open: Completed goals are open for edits. • Never: Completed goals can't be edited.</td>
</tr>
</tbody>
</table>

Matrix Management

This table lists the profile options that enable matrix management for goals.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect of Enabling</th>
<th>Effect of Disabling</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_ENABLE MATRIX_MGMT</td>
<td>Matrix Management Enabled for Goals</td>
<td>N</td>
<td>Enables matrix management for goals.</td>
<td>Matrix management isn't available for goals.</td>
</tr>
</tbody>
</table>

Online Processing Threshold

This table shows the profile options settings for the online processing threshold, as well as the effects of the settings, and any subsequent changes to these settings.

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_ONLINE_PROCESS_THRESHOLD</td>
<td>Online Processing Threshold</td>
<td>25</td>
<td>Determines the maximum number of records in goal assignment processes that the application can automatically process. This applies when the HR specialist mass assigns goals or creates goal plans, when managers add or assign goals, or when organization owners assign goals. If the number of records exceeds the threshold, the process is submitted to the scheduled process queue. The number of records in the process is</td>
</tr>
</tbody>
</table>
Profile Options

<table>
<thead>
<tr>
<th>Profile Option Code</th>
<th>Profile Option Display Name</th>
<th>Default</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Effect is calculated by the following formula: Number of goals \( \times \) Number of assignees.

Related Topics
- Aligning Performance Goals: Explained
- Sharing Performance Goals: Explained
- Goal Plans: Explained
- Performance Documents: How They Work with Goals
- What’s a key performance goal field?

Contextual Notes in Application Pages: Explained

Enhance Talent Management application pages using the Notes resource catalog component for persons and objects using Oracle Page Composer. The Notes feature is similar to the Feedback feature in employee’s Person Spotlight and Performance Document. The Contextual Notes is an extension of the existing Anytime Feedback feature.

You can embed the Notes component on persons and objects using Oracle Page Composer. The Notes component appears with the title, Feedback or Notes, based on the component configuration, Person Notes and Object Notes.

The following image shows the person notes embedded in the Goal Details page:

![Image of person notes in Goal Details page]

You can create and share notes about employees by configuring the Notes resource catalog component in the following Talent Management scenarios:
- Notes for an employee in the context of an employee’s performance goal
- Notes for an employee in the context of a performance goal plan
• Notes for an employee in the context of a performance review period
• Notes for an employee in the context of an employee’s development goal
• Notes for an employee in the context of an employee’s career development

You can create and share object notes by configuring the Notes resource catalog component in the following Talent Management scenarios:
• Notes for a talent review meeting
• Notes for a succession plan
• Notes for a talent pool

Related Topics
• For more information, see Implementing Contextual Notes in Oracle HCM Cloud Talent Management (2375556.1) on My Oracle Support at https://support.oracle.com
• For more information on Contextual Notes, see the Implementing Talent Management Base guide on Oracle Help Center

Using Contextual Notes in an Employee's Performance Goal: Worked Example

An organization implements continuous performance management process. Managers in the organization need to share their feedback on the performance of the employees throughout the review period. To facilitate this feature, you can embed Contextual Notes in the Goal Details page and configure it with the performance goal. You must provide the expressions for Object ID and Context ID. You can choose any string for Context Type. If you select ORA_PERFORMANCE_GOAL value, the workers will also view notes in the Check-In documents for the goal.

The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which Notes do you want to add to the performance goal?</td>
<td>Person Notes</td>
</tr>
<tr>
<td>What are the visibility settings for the Notes component?</td>
<td>Everyone can view it</td>
</tr>
<tr>
<td>Do you want to change the default Visibility setting?</td>
<td>No</td>
</tr>
</tbody>
</table>

This worked example includes details for the following tasks you perform when you add and use the Notes Resource Catalog Component:

1. Adding Notes component to the Goal Details page
2. Configuring contextual notes parameters
3. Creating Notes in the Goal Details page
Adding Notes Component

The Contextual Notes container exists in the Talent Management application pages. You must add the Notes component, define the context parameters and specify the options to configure it in the application page and define the visibility settings of the note. In this example, you add and configure the Notes component to the performance goal of an employee by performing the following steps:

1. Sign into the application as a user with configuration privileges.
2. In the Setting and Actions menu, go to Administration and select Manage Sandboxes.
3. Create sandbox and then activate it.
4. Navigate to the employee’s Goals page.
5. In the Setting and Actions menu, go to Administration and select Edit Pages.
6. In the Edit Pages window, select the level -- Site, HCMCountry, or HCMOrganization -- at which you want to add the component.
7. From the View menu, select Source.
8. Click Add Content.
9. In the Add Content window, click Add in the Notes component. You can find the Notes component added to the page.

Configuring Person Notes to an Employee’s Performance Goal

1. In the page where the Notes component is added, click the wrench icon to configure the contextual parameters. Enter the following expression values for the notes parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Expression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Type</td>
<td>PER_PERSON</td>
</tr>
<tr>
<td>Object ID</td>
<td>#{bindings. PersonId. inputValue}</td>
</tr>
<tr>
<td>Context Type</td>
<td>EXAMPLE_PERFORMANCE_GOAL</td>
</tr>
<tr>
<td>Context ID</td>
<td>#{bindings. BaseGoalId. inputValue}</td>
</tr>
</tbody>
</table>

You can capture Notes based on the specified values in Context and Context Type.

2. To define the appearance of the Notes component in the application page, in addition to Resource Catalog component standard features, you can use and specify the following attributes for the Notes component in the Component Properties window:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object Title</td>
<td>You can't change the title text of person notes. The Notes appears as: Feedback for <code>&lt;PERSON NAME&gt;</code></td>
</tr>
<tr>
<td>Show Details Page</td>
<td>Leave the field blank</td>
</tr>
<tr>
<td>Attribute</td>
<td>Value</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Show Quick Create</td>
<td>Leave the field blank</td>
</tr>
<tr>
<td>View Only</td>
<td>Leave the field blank</td>
</tr>
</tbody>
</table>

You can define the Display Options and Style attributes in the other tabs of this window.

3. Click **Apply** and then **OK**.
4. Click **Save and Close**.
   You can override the default Visibility options of Person Notes using the Manage Common Lookups and Manage Feedback Visibility tasks in Functional Setup Manager. In this example, as we are going by default values, we don’t need any changes or overrides to the visibility settings.

Creating Notes in Goal Details Page

After the implementor adds the Notes component to the Goal Details page, an employee, Ravi can find the Feedback link in the Goal Details page. Create a note by performing the following steps:

1. Click the **Feedback** link in the Goal Details page.
2. The Notes component with the title **Feedback for Ravi** appears. Enter your comments about the person in the text box.
3. Select **Everyone** in the **Visibility** list of the notes so that anyone can view this feedback.
4. Click **Create Note**. The notes is created.
   You can create multiple notes and the number of notes is displayed in the Feedback header.

**Related Topics**

- For information on Page Modification, see the Configuring and Extending Applications guide on Oracle Help Center
5 Lookups

Goal Lookups: Explained

This topic identifies common lookups for the Goal Management and Career Development work areas that have user or extensible configuration levels. Review these lookups, and update them as appropriate to suit enterprise requirements. You manage lookup for goals, both performance and development, by using the Manage Worker Goal Setting Lookups task in the Setup and Maintenance work area.

Goal Lookups

The following table describes goal lookups and which work areas use them.

<table>
<thead>
<tr>
<th>Lookup Type</th>
<th>Description</th>
<th>Configuration Level</th>
<th>Used By</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRG_DEV_GOAL_CATEGORY</td>
<td>Categories of development goals, such as short-term, medium-term, and long-term.</td>
<td>User</td>
<td>Career Development</td>
</tr>
<tr>
<td>HRG_GOAL_MEASUREMENT_LEVEL</td>
<td>Levels of goals, such as target, and stretch.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_GOAL_QUANTITATIVE_UOM</td>
<td>Units of quantitative measurement for goals, such as currency, number, and percentage.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_GOAL_SOURCE</td>
<td>The source from which the goal was added, such as goal library, worker goals, or organization goals.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_GOAL_TASK_TYPE</td>
<td>Categories of task types for goals, such as coaching, project, and research.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_PERCENT_COMPLETE</td>
<td>The completion percentage of a goal, such as 0, 25, 50, 75 and 100.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_PERF_GOALCATEGORY</td>
<td>Categories of performance goals, such as career, education, and skill.</td>
<td>User</td>
<td>Goal Management</td>
</tr>
<tr>
<td>HRG_PRIORITY</td>
<td>Priorities of goals, such as high, medium, and low.</td>
<td>Extensible</td>
<td>Goal Management and Career Development</td>
</tr>
<tr>
<td>HRG_SUB_TYPE_CODE</td>
<td>Subtypes of goals, such as Corporate and Functional.</td>
<td>User</td>
<td>Goal Management</td>
</tr>
<tr>
<td>Lookup Type</td>
<td>Description</td>
<td>Configuration Level</td>
<td>Used By</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>


6 Date Format for Goals

Changing the Date Format Used for Goals: Procedure

Change the default date format used for goals at the site level or at the user level. When you set the date format at the site level, the setting is applicable to all the users of the application. Setting the date format at the user level applies to the specific user. The user level settings supersede any site level settings for that user.

Site Level

At the site level, an implementor can change the date format for goals using the following procedure:

2. In the search field, enter Set User General Preferences and click the Search icon.
3. From search results, in the Name field, click Set User General Preferences. The Global Admin Preferences page opens.
4. Select the required format for the date in the Date Format field and click Save. The Save Progress dialog box opens.
5. Click Save to save your changes.
6. Click OK to close the dialog box when changes are saved.

User Level

At the user level, log into your user account and change the date format for your user account using the following procedure:

1. In the global region, expand the Settings and Actions menu available next to your user name.
2. Under Personalization, click Set Preferences.
3. From the Tasks pane, click Regional.
4. Select the required format for the date in the Date Format field.
5. Click Save to save your changes.
7 Goal Management Integrity Validations

Oracle Fusion Goal Management Data Diagnostic Test

After populating the Oracle Fusion Goal Management data tables, you can run the Goal Management Integrity Validations test to validate the data integrity against four categories.

The following table describes the validation categories and their description.

<table>
<thead>
<tr>
<th>Validation Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Group</td>
<td>Business group must be valid and exist in the Oracle Fusion Global Human Resources business group table.</td>
</tr>
<tr>
<td>Foreign Key</td>
<td>Foreign key attributes must not be null.</td>
</tr>
<tr>
<td>Field Level</td>
<td>Field level attributes must match the business rules set up in Goal Management.</td>
</tr>
<tr>
<td>Row Count</td>
<td>The row count on the setup tables must be greater than 0.</td>
</tr>
</tbody>
</table>

Running the Goal Management Integrity Validations Test

Follow these steps:

1. Select Run Diagnostic Tests from the Setting and Actions menu in the global area.

   ✍️ Note: You must have access to the Diagnostic Dashboard.

2. Review the generated report and repair or remove any rows that are invalid.
Glossary

**competency**
Any measurable behavior required by an organization, job, or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

**content item**
An individual quality, skill, or qualification within a content type that you track in profiles.

**descriptive flexfield**
Expandable fields used for capturing additional descriptive information or attributes about an entity, such as a customer case. You may configure information collection and storage based on the context.

**development goal**
A goal that is geared toward facilitating the career growth of individuals so that they can perform better in their current job or prepare themselves for advancement.

**eligibility profile**
A user-defined set of criteria used to determine whether a person qualifies for a benefits offering, variable rate or coverage, compensation plan, checklist task, or other object for which eligibility must be established.

**goal library**
A central repository of reusable goals maintained by the human resource specialist that managers and workers can copy to use for their own goals.

**goal plan set**
One or more performance goal plans that you assign as a group to a population set.

**HR**
Abbreviation for human resource.

**performance document**
Online document used to evaluate a worker for a specific time period. The document contains the content on which the worker is evaluated, which could include goals, competencies, and questionnaires.

**performance goal**
A results-oriented goal, often using specific targets, to assess the level of a worker’s achievement.

**person profile**
A collection of skills, experience, qualifications, work preferences, and career planning information for a worker.
**talent review**
A series of meetings where organization managers evaluate trends, assess strengths, and address areas of risk for the organization.

**talent review participant**
Person who's invited to attend a talent review meeting.

**target outcome**
A specific skill, competency, or certification added to a goal that can be achieved or acquired by the successful completion of the goal.

**task**
An action added to a goal that a worker plans to undertake to help achieve the goal.