<div align="center">

For Non-Exempt (hourly) employees:

How to Carry Forward Task Goals
From Year to Year

</div>

All non-exempt employees should carry forward their position's task goals from the prior fiscal year to the current fiscal year in the Shark Talent system.

All new hire or internal job change employees should have their new task goals loaded by HRIS within approximately two weeks of their beginning their new jobs, so the employees know what is expected of them in their new positions.

All internal employees that change jobs internally during the course of a fiscal year should carry forward their previous position's task goals from the prior fiscal year to the current fiscal year, and end date the goals on the day before the start date of their new position's task goals.

1. From the My Goals tab, in the dropdown box, select the option Previous Period, then select **Search**:
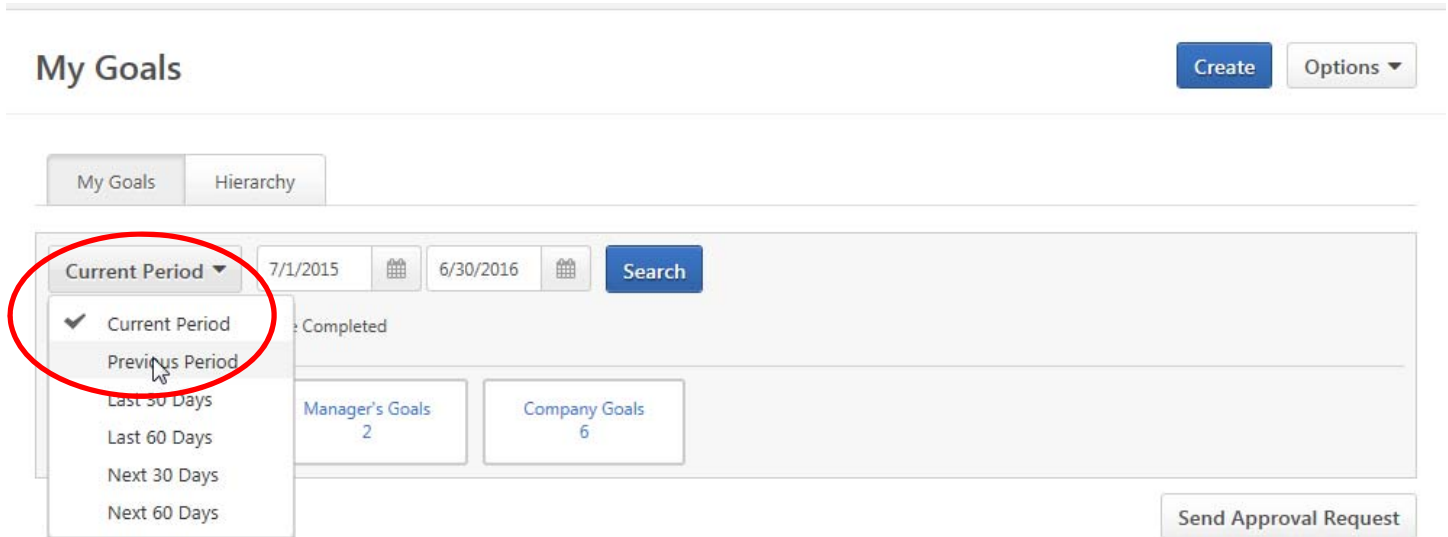
2. When the previous performance year goals are displayed, on the right hand side of the page, open the dropdown box and select the option **Advance**:
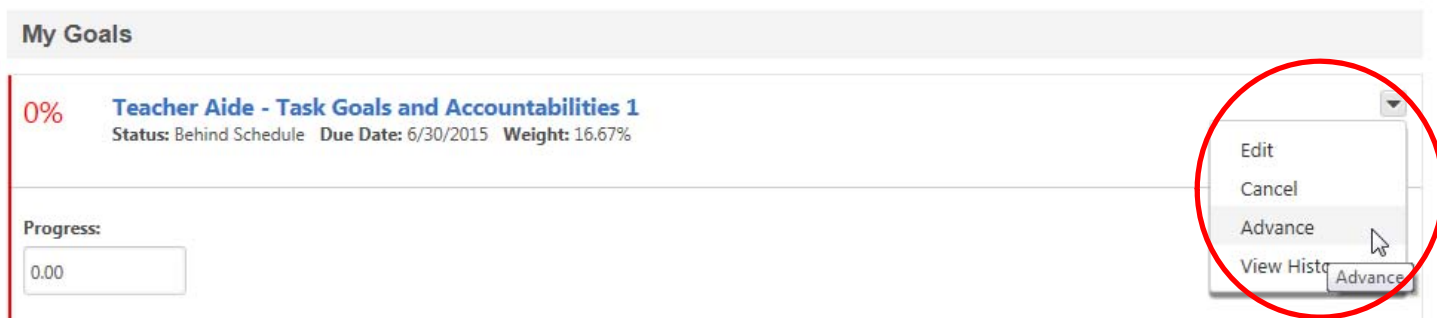
3. The goal is advanced to the current performance year:

    a. In the box Alignment, the Task Goal is defaulted to **Not Currently Aligned**. You do not need to change alignment for a task goal.

    b. You can adjust the Start Date if necessary to align with either the beginning of the current fiscal year, or with the beginning of the new job, whichever is appropriate.

    c. You can adjust the goal weight if appropriate; you should discuss goal weights with your Immediate Supervisor.

    d. When you have finished editing the goal, click the option button Submit:

Create Goals

                                                                                              [Wizard] [Library]

Enter details for the goal you are creating, or use the SMART Wizard to help create your goal.

Title *

Teacher Aide - Task Goals and Accountabilities 1

Alignment

This Goals is not currently aligned

[Align Goals]

Description *

Provides nurturing and assistance to children in the classroom to ensure an enriching, safe and clean classroom and playground environment.

Start Date	**Due Date ***	**Weight ***
7/1/2015	6/30/2016	16.67

Success Descriptors

[Manage]

Tasks and Targets

[Add Tasks or Targets]

Attachments

[Choose File]

Upload up to 3 attachments. Maximum upload 1mb

Visibility

☑ Allow other users to see and align with this Goals.

Assignment *

If this goal is only for yourself, select the option Assign to Yourself. If this goal is for other individuals, open the popup box to search by the various available criteria, then assign it to the selected criteria.

◉ Yourself

[Cancel] [Save as Draft] [Submit]

4. The status of the advanced goal will show as Pending Approval until your Immediate Supervisor approves the goal.
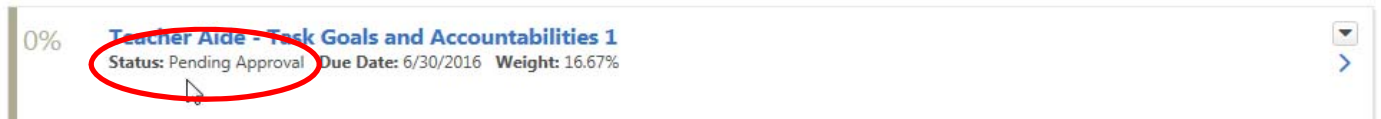
5. When you have advanced all of your task goals, click the option button Send Approval Request. This will trigger one email message to your Immediate Supervisor that you have goals which need to be approved.