

Shark Performance Management Program

GOALS • VALUES • RECOGNITION

Remember to enter or update your performance goals by June 15th

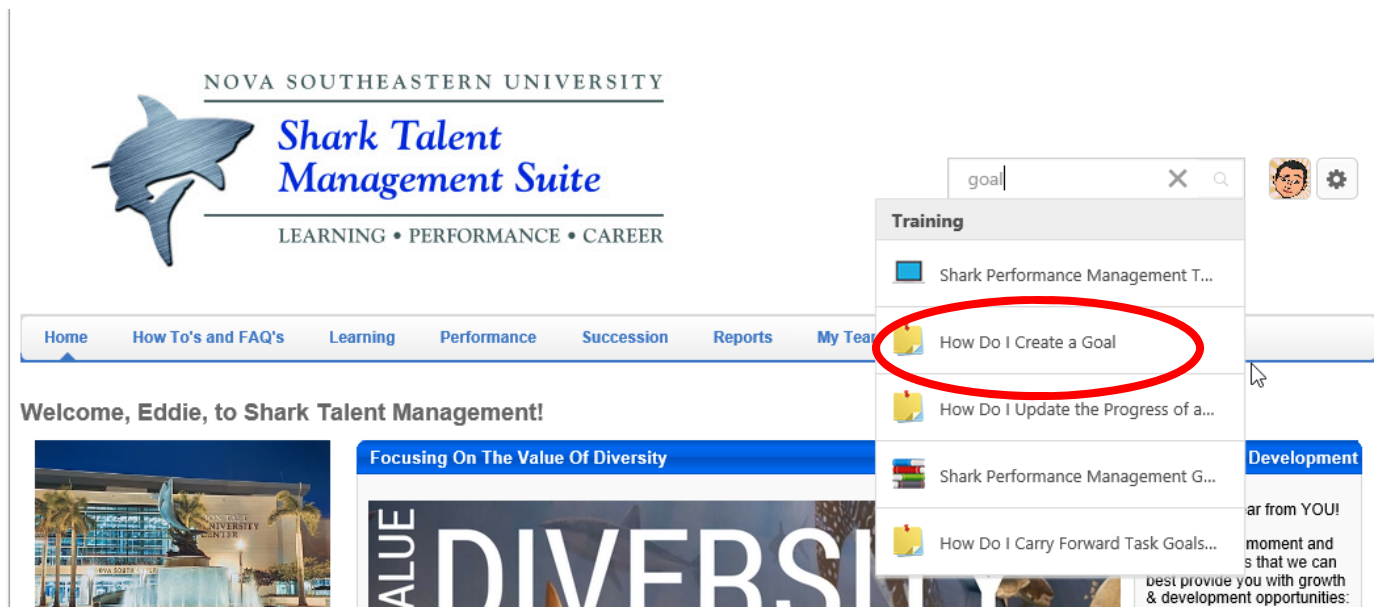
To enable the review process to go more quickly, **be sure your goals for the current Fiscal Year have been entered and updated in Shark Talent by June 15, and approved by your Immediate Supervisor by June 30.**

- All non-faculty employees should have created new independent goals for the current Fiscal Year, and have advanced any goals they may still be working on from the prior year to the current year, in the Shark Talent Management system.
- **All nonexempt (hourly) employees** should advance their positions' task goals from last year to this year with an end date of June 30 of the current fiscal year. See the instructions document **How to Carry Forward Task Goals for Non-Exempt Employees** under the section **General User Instruction Guides**.
- **All exempt (salaried) employees** should enter and update their independent goals for the current fiscal year. Advance any incomplete goals from last year if relevant.
- The faculty review process remains a separate process.
- Mailman Segal Center and NSU University School 10-Month and 11-Month employees are on a separate performance review timeline.

How to Access Online Training on Goal Setting

1. Log into **Shark Link**.
2. Click on the **Employee** tab.
3. Scroll down to the **Shark Talent Management Suite** box on the left hand side and click on it.

4. On the Shark Talent Performance Management home page, in the upper right **Search** box, input the word Goal. A dropdown box should appear with the various trainings. Select the training How Do I Create a Goal.



From the Training Details screen, click Open:

