



## ACHIEVEonline QUICK START GUIDE - EMPLOYEE

### ACCESS ACHIEVEonline

- Go to [hr.uci.edu/partnership/achieveonline](http://hr.uci.edu/partnership/achieveonline)
- Click the GO TO ACHIEVEonline button
- Enter your UCInetID and password
- Click the LOGIN button

### ENTER GOALS

- From PERFORMANCE TAB, select MY GOALS
- Click the CREATE button
- Enter the title and brief description
- Enter a start and end date
- Enter weight if desired (zero is a valid entry)
- Select goal type
- Add milestones (weight required) if desired
- Attach documents if desired
- Save or submit; submitting sends request for approval. Goals must be approved by manager.

### TIPS FOR CREATING GOALS

Creating goals is new for many of us, and will take time to master. The key is to identify the major job functions you perform every day, projects, developmental goals or stretch goals that you and your manager have discussed.

Examples include:

- Gather information and present findings and recommendations
- Create and maintain accurate spreadsheets for internal customers
- Develop grant and project plan for new research project
- Pilot and implement new software tool
- Work with team to develop and implement new student program
- Earn project management certification
- Provide technical direction to less senior staff
- Respond to phone calls within 24 hours

Examples are meant to be illustrative. Actual goals should include additional details that make them SMART - specific, measurable, attainable, relevant and time-bound.

### GOAL ACTIONS

Once the goal is entered, and depending on the goal status, you will have different options available for managing that goal. The dropdown button on the far right of the goal section will show you the options available which may include:

EDIT	ADVANCE
COPY	VIEW HISTORY
DELETE	ADD A COMMENT
CANCEL	

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

ENTER PROGRESS  
ATTACH DOCUMENTS  
ADD A COMMENT

Save or submit; submitting sends request to manager for approval

### ENTER GOAL FEEDBACK ON CHECK-IN

- From PERFORMANCE TAB, select QUARTERLY CHECK-IN
- Select check-in from Quarterly Check-In landing page
- 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:
  - Enter progress towards goals
  - Attach documents
  - Add a comment
- Save or submit; submitting allows your manager to view your input

### ENTER DISCUSSION QUESTIONS FEEDBACK ON CHECK-IN

- From the left navigation, select DISCUSSION QUESTIONS
- Use the comment fields to enter feedback to each of the four required discussion questions
- Save or submit; submitting allows your manager to view your input

### RECALL A SUBMITTED CHECK-IN AND EDIT

- From PERFORMANCE TAB, select QUARTERLY CHECK-IN
- Click SHOW COMPLETED AND EXPIRED TASKS
- Click on the check-in you want to edit
- CHANGES NEED TO BE SUBMITTED TO BE FINALIZED
- Save or submit; submitting allows your manager to view your input

**NOTE:** Employee self check-ins may be submitted until the check-in closes; however, self check-ins may not be resubmitted after the employee self check-in close date.

### QUESTIONS, CONCERNS & COMMENTS

Please direct questions, concerns and comments to your Human Resources Business Partner (HRBP) or email [achieveonline@uci.edu](mailto:achieveonline@uci.edu).