If a department does **not** have established Pillar Goals, there should be a statement in the Pillar goal section:

“Pillar Goal will be the overall rating of Job Duties”

**Instructions for entering Pillar Goals:**

1. Click the **Goals** Tab.
2. On the **Switch Plan** drop-down at the top right, choose 2010 Pillar Goals.
3. Click the “**Create a New Goal**” button.
4. Click the **Personal Goal** button.
5. In **Visibility** drop-down box, leave goal as **Public**
6. Select the appropriate **Pillar category** for the goal (e.g. Service, Quality, Finance…)
7. Enter a goal description in the **Goal** input box.  (the statement above in red)
8. Determine the **Measurement** of the goal (enter “job duties”)
9. Enter the **Weight** for the goal (enter 100%)
10. In the **Achievement Targets** section, select the rating scale of **UNIV Goal**. This will change the rating scale to a 4-point scale.
   
   (FYI: After saving, the software will default back to MUHA Goal with a 4-point scale. **PLEASE DO NOT CORRECT.** If you change back to **UNIV Goal**, it will erase your previous settings.)

11. In order for software to calculate “pillar goals to equal the overall rating of the job responsibility” enter the **Target Results** values for the scores of 0, 2, 3, and 4.

<table>
<thead>
<tr>
<th>Target Result</th>
<th>Score</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>a rating between 0 and 1.4999 will receive a score of 1</td>
</tr>
<tr>
<td>1.5</td>
<td>2</td>
<td>a rating between 1.5 and 2.4999 will receive a score of 2</td>
</tr>
<tr>
<td>2.5</td>
<td>3</td>
<td>a rating of 2.5 and 3.4999 will receive a score of 3</td>
</tr>
<tr>
<td>3.5</td>
<td>4</td>
<td>a rating of 3.5 and 4.0 will receive a score of 4</td>
</tr>
</tbody>
</table>

12. After entering your Target Results, click on **Set Scale**

13. Click the **Save Changes** button.