

In creating your Objectives, you are required to do the following steps:

1. Go to the Objectives tab or click the “2019 Objective Setting” task under My Tasks.

The screenshot shows the myCompass dashboard. The top navigation bar includes 'Home', 'Admin Setup', 'Objectives', 'Performance', 'Feedback', 'My Team', and 'Reports'. The 'Objectives' tab is highlighted with a red box. Below the navigation bar is a large banner for '2019 Objective Setting' with the text: 'we are about to open the 2019 Objective Setting. Now is the time to plan and draft your 2019 Objectives. Soon, you will be able to input them online for you to update and check on your progress.' Below the banner is a yellow 'REMINDER' box with the following text: 'Before we proceed to our 2019 Objective Setting, please discuss with your manager and SIGN OFF your 2018 Performance Appraisal. In line with this, we will be updating your REPORTING LINES so that we can open the 2019 Objective Setting. Kindly accomplish your 2018 Performance Appraisal sign off by OCTOBER 11, 2019 in myCompass.' On the right side, there is a 'Performance Management Materials' sidebar with a 'My Tasks' section containing a '2019 Objective Setting' task, which is also highlighted with a red box.

Please note that you cannot submit your objectives without the 2019 Objective task under My Tasks. This will be prompted by HR.

2. Clicking either of the two will take you to this interface. To create your objectives, click the My Managers Objectives tab, and check the box of the objective that you need to align to, and then click the “Create Aligned Objective” button.

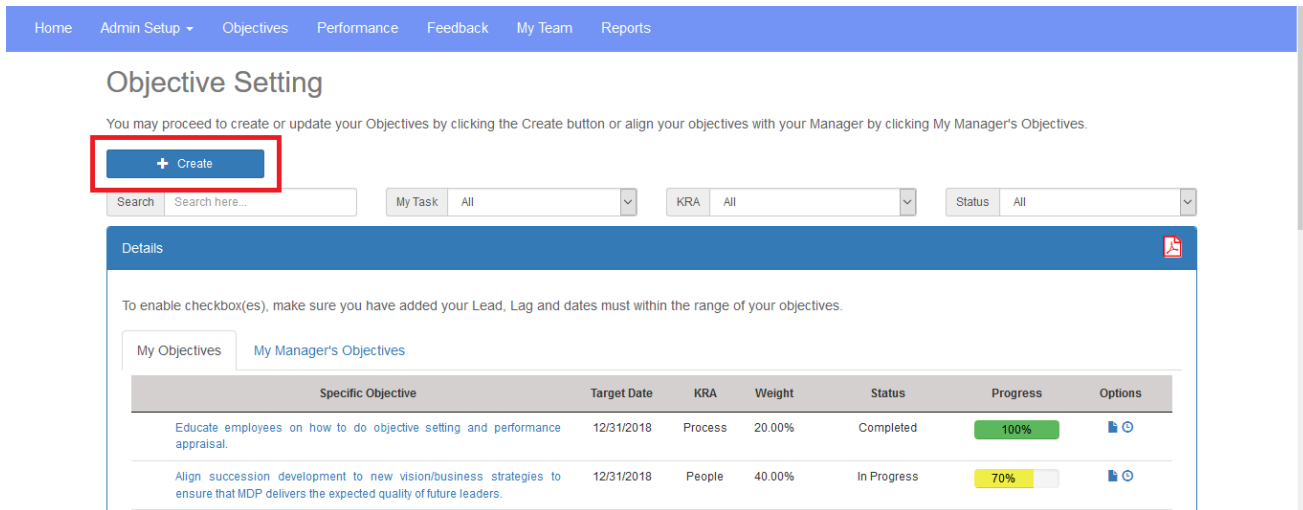
Objective Setting

You may proceed to create or update your Objectives by clicking the Create button or align your objectives with your Manager by clicking My Manager's Objectives.

The screenshot shows the 'Objective Setting' interface. At the top, there is a '+ Create' button and a search bar. Below the search bar are filters for 'My Task' (All), 'KRA' (All), and 'Status' (All). The main content area is titled 'Details' and contains a table of objectives. The table has columns for 'Specific Objective', 'Target Date', 'KRA', 'Weight', 'Status', and 'Progress'. There are three rows of objectives, with the middle one checked. Below the table is a 'Total' row showing 100%. At the bottom, there is a 'Create Aligned Objective' button, which is highlighted with a red box.

Specific Objective	Target Date	KRA	Weight	Status	Progress
<input type="checkbox"/> To ensure that good working environment and sound relationships between management and employees or their representatives, as well as external organizations/government agencies are maintained in a collaborative manner.	12/31/2018	KRA04	40	In Progress	8.75%
<input checked="" type="checkbox"/> To ensure that individual and team performances are aligned and that they meet business goals.	12/31/2018	KRA04	30	In Progress	0%
<input type="checkbox"/> To ensure that well-trained and fully competent employees are available for current and future organizational needs.	12/31/2018	KRA04	30	In Progress	0%
Total			100%		

3. If your manager has yet to create his/her objective, you can proceed to create your own by clicking the “Create” button.



Home Admin Setup Objectives Performance Feedback My Team Reports

Objective Setting

You may proceed to create or update your Objectives by clicking the Create button or align your objectives with your Manager by clicking My Manager's Objectives.

[+ Create](#)

Search Search here... My Task All KRA All Status All

Details

To enable checkbox(es), make sure you have added your Lead, Lag and dates must within the range of your objectives.

My Objectives My Manager's Objectives

Specific Objective	Target Date	KRA	Weight	Status	Progress	Options
Educate employees on how to do objective setting and performance appraisal.	12/31/2018	Process	20.00%	Completed	100%	
Align succession development to new vision/business strategies to ensure that MDP delivers the expected quality of future leaders.	12/31/2018	People	40.00%	In Progress	70%	

4. You can now start creating your objectives in this page. Please make sure to fill in all the details in order for the “Send an Approval Request” to be visible. The following are the necessary fields that need to be filled in:

- My Task (this will be provided by HR; if unavailable, you cannot proceed with the submission)
- Specific Objective
- Start Date & Target Date
- Key Result Area
- Weight
- Lead & Lag Targets

View Objective

My Task
2018 Objective Setting

Specific Objective
To ensure that good working environment and sound relationships between management and employees or their representatives, as well as external organizations/government agencies are maintained in a collaborative manner.

Start Date 01/01/2018 **Target Date** 12/31/2018

Key Result Area
People

Weight
40.00 %

Share Allow direct reports to see and align with this objective

Lead +	Start Date	Due Date	Options
Promote employees to participate in quality program, recreation & sport activities.	01/01/2018	12/31/2018	/ x @
Provide recognition programs.	01/01/2018	03/30/2018	/ x @
Institutionalize communication meeting with all level employees.	01/01/2018	08/31/2018	/ x @
Establish proactive approach for management and union relations.	01/01/2018	07/31/2018	/ x @

Lag +	Target	Start Date	Due Date	Options
Improved HR Customer Satisfaction Surveys scores	10%	01/01/2018	12/31/2018	/ x @
Reduced number of labor cases filed against EEI against last year.	20%	01/01/2018	12/31/2018	/ x @
Reduced gap in ER related items in 2018 EOS.	5%	01/01/2018	12/31/2018	/ x @
Increased PST Level from 8 to 10.	10	01/01/2018	12/31/2018	/ x @

Attachments + File

Comments +

[Send an Approval Request](#) [Next >>](#) [Close](#)

- Once done, your Objective will be sent to your Approver for approval. The status of your objectives will be "Pending Approval" as long as your objectives haven't been approved.

Request for approval has been sent to ROBERTO JOSE LARIEGO CASTILLO.







+ Create

Search Search here... My Task All KRA All Status All

Details

To enable checkbox(es), make sure you have added your Lead, Lag and dates must within the range of your objectives.

My Objectives My Manager's Objectives

Specific Objective	Target Date	KRA	Weight	Status	Progress	Options
To ensure that good working environment and sound relationships between management and employees or their representatives, as well as external organizations/government agencies are maintained in a collaborative manner.	12/31/2018	People	40.00%	Pending Approval		 
To ensure that individual and team performances are aligned and that they meet business goals.	12/31/2018	People	30.00%	Pending Approval		 
To ensure that well-trained and fully competent employees are available for current and future organizational needs.	12/31/2018	People	30.00%	Pending Approval		 

- Once the objectives have been accepted, you can start updating the progress of your objectives. The status will be "In Progress."

Objective Setting

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+ Create

Search Search here... My Task All KRA All Status All

Details

To enable checkbox(es), make sure you have added your Lead, Lag and dates must within the range of your objectives.

My Objectives My Manager's Objectives

Specific Objective	Target Date	KRA	Weight	Status	Progress	Options
To ensure that good working environment and sound relationships between management and employees or their representatives, as well as external organizations/government agencies are maintained in a collaborative manner.	12/31/2018	People	40.00%	In Progress	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%	 
To ensure that individual and team performances are aligned and that they meet business goals.	12/31/2018	People	30.00%	In Progress	<div style="width: 42.5%;"><div style="width: 42.5%;"></div></div> 42.5%	 
To ensure that well-trained and fully competent employees are available for current and future organizational needs.	12/31/2018	People	30.00%	In Progress	<div style="width: 27.78%;"><div style="width: 27.78%;"></div></div> 27.78%	 
Total			100.00%			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- To update the status, select one of your objectives, and a window will pop up. Scroll down to your Lead & Lag targets, click the pencil icon, and put the percentage of your accomplishment. Continue to do this until you accomplish all of your Objectives.

Lead		Start Date	Due Date	Progress	Options
Schedule one-on-one MDP check-in sessions.		01/01/2018	12/31/2018	100%	
Apply the appropriate VARK learning styles in each participant's IDP.		01/01/2018	12/31/2018	50%	
Maintain pair coaching of Internal Coaches.		01/01/2018	12/31/2018	60%	
Bridge the coach and mentor meeting of participants who are done with coaching.		01/01/2018	12/31/2018	0%	
Provide coaching practice activities on breakfast meetings.		01/01/2018	12/31/2018	100%	
Update 360 Feedback of MDP participants.		01/01/2018	12/31/2018	100%	

Lag		Target	Start Date	Due Date	Progress	Options
Conducted coaching culmination for MDP participants who are done with their sessions.		30.00%	01/01/2018	12/31/2018	100%	
Sustained active participation and learning of Internal Coaches.		30.00%	01/01/2018	12/31/2018	100%	
Sustained active participation of MDP participants in their coaching sessions, Power Talks attendance, and updating their IDP.		60.00%	01/01/2018	12/31/2018	100%	
Bridge the areas of development of the MDP participants.		30.00%	01/01/2018	12/31/2018	50%	

Update Lead

Progress*

 %

Save
Cancel

You are requested to please finish inputting all of your objectives into myCompass and have it approved by your Approvers on or before **December 31, 2019, Tuesday**. After that, we will be closing the 2019 Objective Setting task so that we can proceed with our 2019 Performance Appraisal as planned next calendar year.