

SETTING & TRACKING YOUR ANNUAL PERFORMANCE OBJECTIVES

QUICK REFERENCE GUIDE

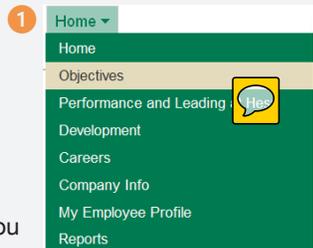
Objective Setting provides managers and employees with an easy way to define objectives and align them to the Hess Enterprise Goals. Remember that the system emphasizes transparency and accountability – your objectives are open and visible to you and your manager throughout the performance year.

LOCATION: HESSRESOURCECENTER.COM > CAREER DEVELOPMENT > 2014 PERFORMANCE MANAGEMENT

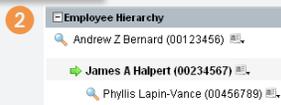
EMPLOYEE

REVIEWING COMPANY OBJECTIVES

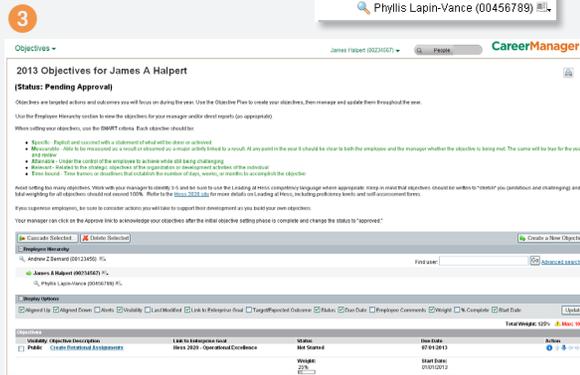
1 Navigate to the Objectives Module from the Home menu.



2 Review Enterprise/Goals & Leadership Objectives. Click the magnifying glass to view objectives set by your business leader or manager. You may also enter their name in the Find User field to search.

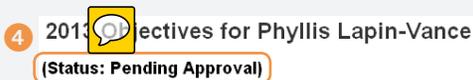


3 Enter 3 – 5 Business Objectives. Review the *Leading at Hess* competencies and how they can be used to help achieve and describe your objectives; be sure to include that language in the objective. Think about your leaders' goals as you are creating your own objectives.



CHECKING YOUR OBJECTIVE STATUS

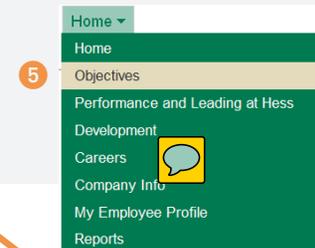
4 Your objective plan status will be “pending approval” until it is approved by your manager. Once approved, you can still view, update, add/delete objective and/or add progress notes. Your manager will receive a notification of any change after the initial objective setting phase is completed.



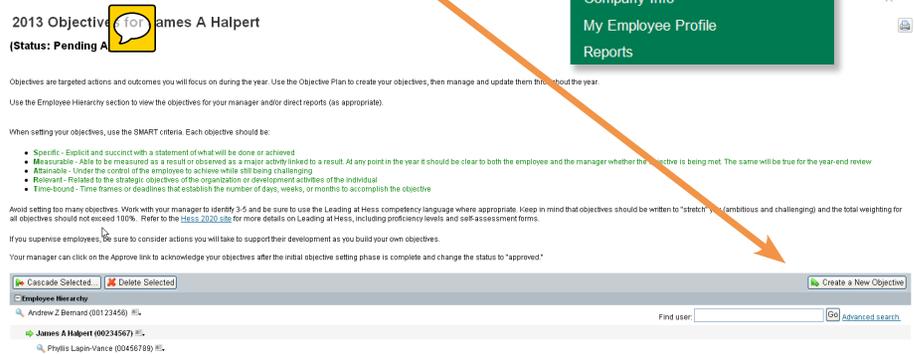
Note: You do not need to submit your objectives, your manager can always see them, regardless of status.

SETTING YOUR OBJECTIVES

5 Navigate to the Objectives Module from the Home menu.

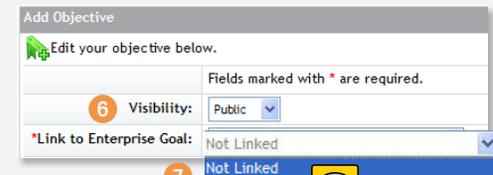


Create a new Objective. From your Objective plan, select the Create New Objective button



6 Select the Visibility

PUBLIC: Visible to your manager and all managers above you plus all employees that report to you directly, indirectly or through a matrixed reporting relationship.
PRIVATE: Visible to you and all managers above you in your hierarchy; not viewable by your direct reports, peers or anyone underneath you in the hierarchy. Objectives should be public unless there is a specific business need to be private.



7 Select an Enterprise Goal that will link to your objective.



SETTING & TRACKING YOUR ANNUAL PERFORMANCE OBJECTIVES

QUICK REFERENCE GUIDE

SETTING YOUR OBJECTIVES *continued*

EMPLOYEE

- Enter **Objective Description** using SMART Methodology: (Specific, Measurable, Achievable, Relevant, Time-bound). **Target/Expected Outcome** indicates what result will be achieved, be specific.
- Enter **Weight**: Sum of all objectives must equal 100%. **Start Date** and **Due Date**. **Status** of the objective and **% Complete**
- Enter any **Comments** (progress notes). Use this field to keep progress notes throughout the performance year. Your manager will not see your comments.

11 Save Changes

EDITING YOUR OBJECTIVES

Select the link in the Objective Description column

Objectives	Visibility	Objective Description	Link to Enterprise Goal	Status	Due Date	Action
<input type="checkbox"/>	Public	Create Rotational Assignments	Hess 2020 - Operational Excellence	Not Started	07/01/2013	

Weight: 25% Start Date: 01/01/2013

- To delete objective, select the checkbox to the left of the objective and select the Delete Selected button.
- To view an audit history of the objective, click the Information icon.
- To reorder the displayed objectives, use the up & down arrows.
- Use print icon to print your objective plan .pdf or html format.
- Use display options to customize your objectives page.

Delete Selected

Display Options

Aligned Up Aligned Down Alerts Visibility Last Modified Link to Enterprise Goal Target/Expected Outcome

Status Due Date Employee Comments Weight % Complete Start Date

REVIEWING & APPROVING EMPLOYEE OBJECTIVES

MANAGER

- To review Employee's objective Plan, access the **Employee Hierarchy** section and click the magnifying glass. You can view your employee's objective details, audit history and add progress notes regardless of status, but you cannot update their objectives.
- Meet with employee to discuss performance objectives and development plans.
- Click **Approve** to acknowledge the Objective plan. Your manager will receive a notification of any change after the initial objectives entries phase is complete.



CASCADING OBJECTIVES

Objectives can be aligned by cascading them from higher levels down to direct (and indirect) reports

- Select the **checkbox** to the left of the objective and select the **Cascade Selected** button
- Select the name(s) of the employees who should receive the objective and click on **Next**. Make any changes to the objective and complete the process by clicking the **Cascade** button.

FOR ASSISTANCE

For CareerManager help or data issues, contact the CareerManager Help Desk via The Resource Center help line Call 1-877-511-4377 Option 7; or

Email CareerManagerSupport@hess.com.

CareerManager phone lines are monitored during U.S. business hours by Hess staff Monday through Friday 08:00 EST – 18:00 EST