

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.

2013 Objectives for James A Halpert
(Status: Pending Approval)

Objectives are targeted actions and outcomes you will focus on during the year. Use the Objective Plan to create your objectives, then manage and update them throughout the year.

Use the Employee Hierarchy section to view the objectives for your manager and/or direct reports (as appropriate).

When setting your objectives, use the SMART criteria. Each objective should be:

- Specific - Explicit and succinct with a statement of what will be done or achieved
- Measurable - Able to be measured as a result or observed as a major activity linked to a result. At any point in the year it should be clear to both the employee and the manager whether the objective is being met. The same will be true for the year-end review
- Attainable - Under the control of the employee to achieve while still being challenging
- Relevant - Related to the strategic objectives of the organization or development activities of the individual
- Time-bound - Time frames or deadlines that establish the number of days, weeks, or months to accomplish the objective

Avoid setting too many objectives. Work with your manager to identify 3-5 and be sure to use the Leading at Hess competency language where appropriate. Keep in mind that objectives should be written to "stretch" you (ambitious and challenging) and the total weighting for all objectives should not exceed 100%. Refer to the [Hess 2014 site](#) for more details on Leading at Hess, including proficiency levels and self-assessment forms.

If you supervise employees, be sure to consider actions you will take to support their development as you build your own objectives.

Your manager can click on the Approve link to acknowledge your objectives after the initial objective setting phase is complete and change the status to "approved"

Employee Hierarchy

Find user: [Go advanced search](#)

James A Halpert (00234567) ☐ Andrew Z Bernard (00123456) ☐ Phyllis Lapin-Vance (00456789) ☐

2013 Objectives for James A Halpert

Objectives marked with * are required.

Enterprise Goal	Weight	Start Date	End Date	Status	Notes
Operational Excellence	10%	01/01/2013	12/31/2013	Pending Approval	
Capital Discipline	10%	01/01/2013	12/31/2013	Pending Approval	
Risk Management	10%	01/01/2013	12/31/2013	Pending Approval	
Innovation	10%	01/01/2013	12/31/2013	Pending Approval	
Trusted Partnerships	10%	01/01/2013	12/31/2013	Pending Approval	
Grow Our Own Timber	10%	01/01/2013	12/31/2013	Pending Approval	
Leading at Hess	10%	01/01/2013	12/31/2013	Pending Approval	
World Class Exploiter	10%	01/01/2013	12/31/2013	Pending Approval	
Focused High Impact Exploration	10%	01/01/2013	12/31/2013	Pending Approval	
Global Unconventional Leader	10%	01/01/2013	12/31/2013	Pending Approval	
Serve Customers with Distinction	10%	01/01/2013	12/31/2013	Pending Approval	
Advantaged Supply	10%	01/01/2013	12/31/2013	Pending Approval	
Low Cost Operator	10%	01/01/2013	12/31/2013	Pending Approval	

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.

2013 Objectives for Phyllis Lapin-Vance
(Status: Pending Approval)

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

2013 Objectives for James A Halpert
(Status: Pending Approval)

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Use the Employee Hierarchy section to view the objectives for your manager and/or direct reports (as appropriate).

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Your manager can click on the Approve link to acknowledge your objectives after the initial objective setting phase is complete and change the status to "approved"

Employee Hierarchy

Find user: [Go advanced search](#)

James A Halpert (00234567) ☐ Andrew Z Bernard (00123456) ☐ Phyllis Lapin-Vance (00456789) ☐

2013 Objectives for James A Halpert

Objectives marked with * are required.

Enterprise Goal

Weight

Start Date

End Date

Status

Notes

Operational Excellence

Capital Discipline

Risk Management

Innovation

Trusted Partnerships

Grow Our Own Timber

Leading at Hess

World Class Exploiter

Focused High Impact Exploration

Global Unconventional Leader

Serve Customers with Distinction

Advantaged Supply

Low Cost Operator

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.

Add Objective

Edit your objective below.

Fields marked with * are required.

6 Visibility: Public

*Link to Enterprise Goal: Not Linked

7 Safety

Hess 2020 - Operational Excellence

Hess 2020 - Capital Discipline

Hess 2020 - Risk Management

Hess 2020 - Innovation

Hess 2020 - Trusted Partnerships

Hess 2020 - Grow Our Own Timber

Hess 2020 - Leading at Hess

E&P - World Class Exploiter

E&P - Focused High Impact Exploration

E&P - Global Unconventional Leader

M&R - Serve Customers with Distinction

M&R - Advantaged Supply

M&R - Low Cost Operator



SETTING & TRACKING YOUR ANNUAL PERFORMANCE OBJECTIVES

QUICK REFERENCE GUIDE

EMPLOYEE

SETTING YOUR OBJECTIVES *continued*

- 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		

1 To delete objective, select the checkbox to the left of the objective and select the Delete Selected button.

2 To view an audit history of the objective, click the Information icon.

3 To reorder the displayed objectives, use the up & down arrows.

4 Use print icon to print your objective plan .pdf or html format.

5 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

Update

MANAGER

REVIEWING & APPROVING EMPLOYEE OBJECTIVES

- 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.



2013 Objectives for Phyllis Lapin-Vance
(Status: Pending Approval) **Approve**

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.

Objectives	Visibility	Objective Description
<input checked="" type="checkbox"/> Public	Create Rotational Assignments	

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