



Planning Stage: Using the Objectives Page in ACES

This job aid is designed to provide instructions for entering objectives on the **Objectives Page**. Please note the advantages to entering objectives on the objectives page instead of the ACES form:

- You can copy an objective from 2013 (see [Job Aid for Copying Objectives from Prior Year](#) for guidance)
- You can cascade or send an objective to other managers (see [Job Aid for Cascading \(Sending\) Objectives](#) for guidance)
- You can change the order of your objectives
- You can pull up prior versions of the objectives to see when the edits were made and by whom

Note: Both the Objective page and ACES Form are in sync so always have the same information.

Step Actions:

- 1) Navigate to the **Objectives** page. You can access this page by clicking on **Objectives** in the **Links** box on the ACES home page or clicking the down arrow to the right of the word **Home** in the upper left corner of the screen and select **Objectives**.
- 2) In upper right corner of page, in the **Switch Plan** area select **2014 Manager Objectives**.
- 3) Click the **Add a New Manager Objective** button. A pop-up window will appear. At the top of the box you will see a **Category** listed. This is a drop-down menu where you must indicate if the objective you are entering is an **Agency Operational Objective** (appears as the default choice) or a **Secretariat/Agency Aligned Strategic Objective**. Select the appropriate category.
- 4) Next enter your objective which should be SMART – specific, measurable, achievable, realistic and time-bound. Assign a weight (suggested minimum weight is 5%; suggested maximum is 75%).
- 5) If you would like to enter milestones (optional), click the **Add Milestone** button. A milestone is a key event or deliverable which is helpful to mark progress toward your objective. Enter a description and a start and end date. To add more **Milestones**, click the plus sign (+). You will now notice up and down arrows appearing next to the due date. You can reorder the milestones if you choose by using these arrows.

- 6) Click **Save Changes** and the window closes and the objective now appears on your objective page as well as your 2014 ACES form.
- 7) To edit an objective click on the **edit objective** icon (paper and pen graphic) listed under the **Action** column in the right margin. A pop-up screen will appear allowing you to change the objective category or edit description of objective, weight, and optional milestones.
- 8) Repeat steps 3 through 6 to add additional **Manager Objectives**. You should have 2-4 Manager Objectives, including at least one that is a **Secretariat/Agency Aligned Strategic Objective**.
- 9) In the upper right corner of page, in the Switch Plan area select 2014 Career Growth **Objectives**. The selected Objective Plan will load within a few seconds.

Click the **Add a New Career Growth Objective** button. A pop-up window will appear. At the top of the box you will see a category listed; enter your **Career Growth Objective** which should be in the SMART format. Please note this is different than the box for **Manager Objectives** since category, weight, and milestone fields are not available for **Career Growth Objectives**.

- 10) Click **Save Changes**; the window closes and the objective now appears on your objective page as well as your 2014 ACES form.
- 11) Repeat the above steps to add additional **Career Growth Objectives**. You should have 1-3 Career Growth Objectives.

Note:

There is no general "Save" button for the Objectives page. As you enter and edit objectives, you will be clicking the **Save Changes** button. All other edits on the page such as reordering objectives are automatically saved.

- 12) To view the history of any objective, click on the **text of the objective** in the objectives screen and an **Information page** will appear you will find a list of the dates and managers who have taken action on the objective (i.e. created or edited the text). Click the **view** link to see how the text appeared in any version of the objective. This is a helpful tool if you'd like to see if there have been changes to the objective since originally entered and what changes were made.

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