

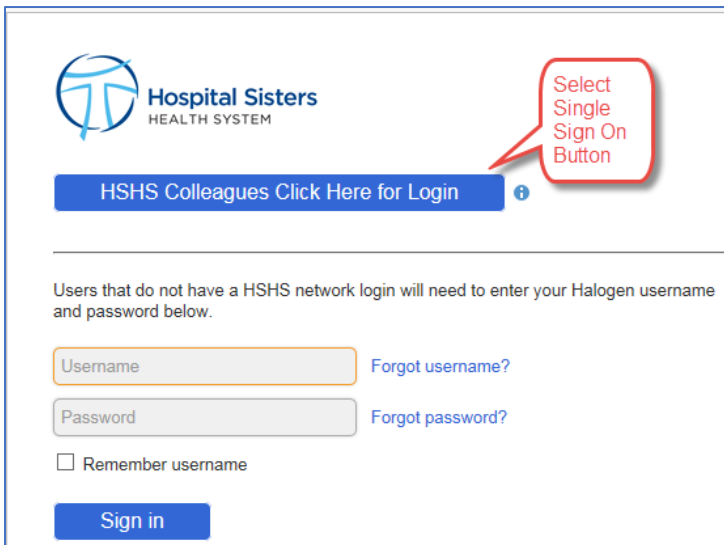
# Adding or Updating Existing Goals in Saba/Halogen

Individual goals entered on an Annual Review will automatically be added to the colleague's Saba/Halogen Talent Profile once the manager has signed-off and saved the review as "Final".

## Accessing Goals in Saba/Halogen

Login to Saba/Halogen at <https://halogen.hshs.org/Halogen/welcome.jsp>

Select the single sign on button to login without entering a username and password.



Hospital Sisters  
HEALTH SYSTEM

HSHS Colleagues Click Here for Login

Users that do not have a HSHS network login will need to enter your Halogen username and password below.

Username [Forgot username?](#)

Password [Forgot password?](#)

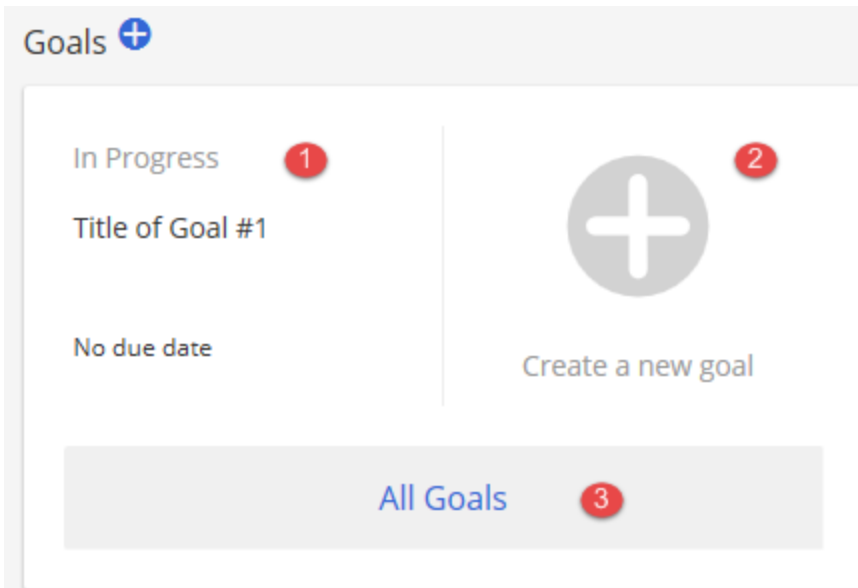
Remember username

Sign in

There are two methods for accessing goals in Saba/Halogen. The first is using the Goal Tile shortcut on the Home page. The second is navigating to the Goal page directly. Both methods are detailed below.

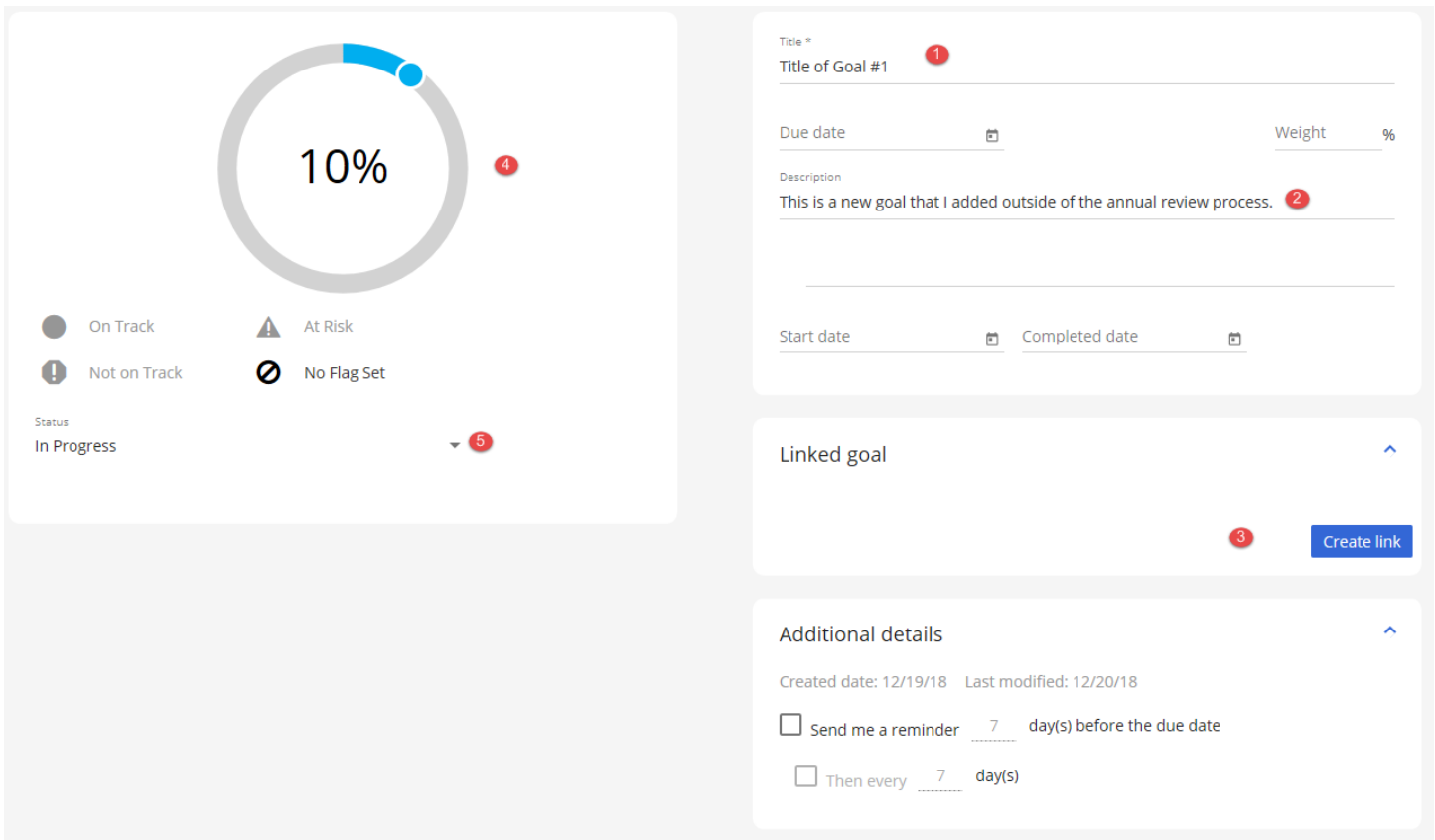
## Using the Goal Tile Shortcut

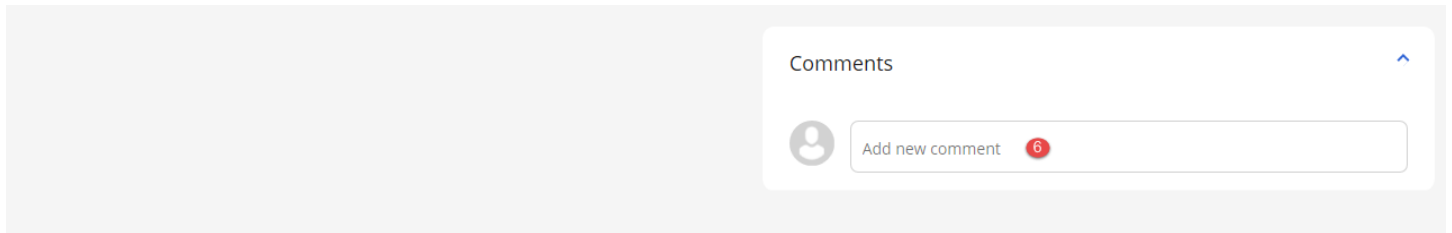
1. Select the tile of an existing goal to update the progress, status or add comments.
2. Select the + sign to create a new goal
3. Select "All Goals" to review all goals that do not have a status of completed or cancelled. To view completed or cancelled goals use the toggle at the top to turn on the view that includes completed goals.



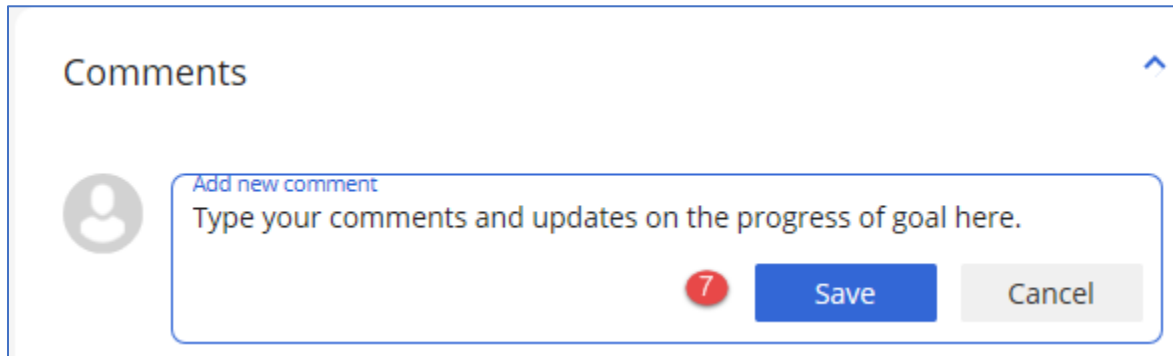
The fields of entry on a new goal or to update on an existing goal are detailed below:

1. A Goal Title is a required field
2. Include a description about the goal to be accomplished and start and completion dates if known.
3. Link to goals from a previous annual review process, if desired.
4. Drag the radio dial in a clockwise direction to indicate the percentage of progress on the goal.
5. Select the status of the goal.
6. Add comments about milestones or progress on the goal.





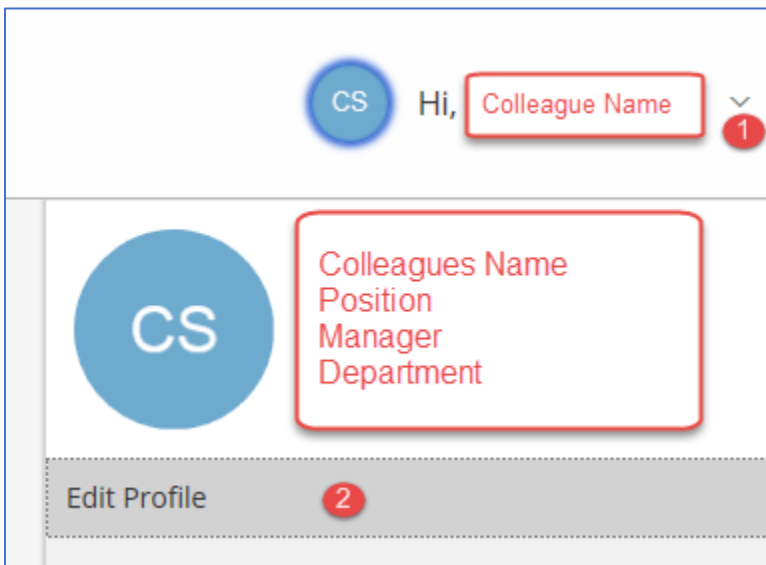
7. Comments added must be Saved.



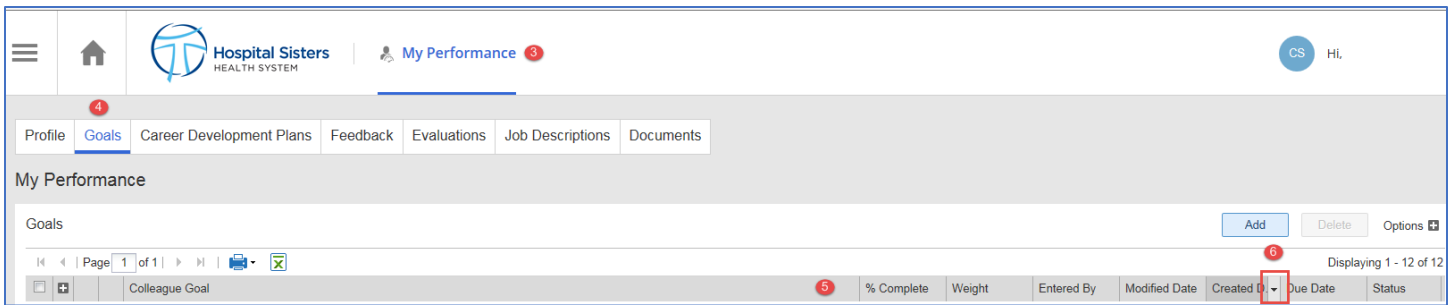
8. Updates made to any fields on the goal page must be Saved with the Save button in the upper right corner of the goal page.

## Using the Goal Page to Add or Update Goals

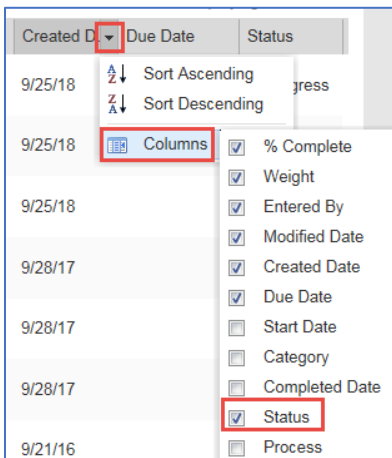
1. Select the pull-down menu next to the users' name in the upper right corner
2. Select the Edit Profile sub-menu.



3. The My Performance section opens
4. Select the Goals tab.
5. Click on any column heading to sort by that column. Select the same column heading again and it changes the sort order from ascending to descending.

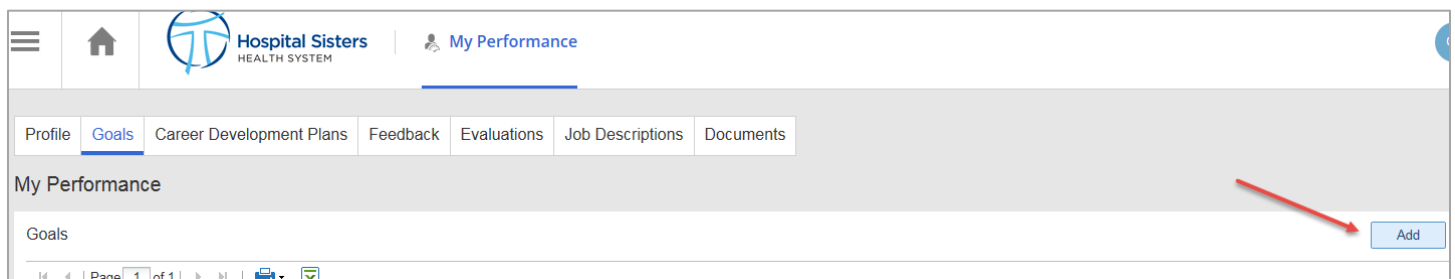


6. Hover the mouse over a column heading to get the pull-down menu to add columns of goal related information to this screen. Add the Status column so that the status of all goals are easily viewable.



## Adding Goals

1. Colleagues may collaborate with their manager outside of the Annual Review process and add goals to be tracked in Saba/Halogen.
2. The above steps are followed to access the Goal Section.
3. Select the Add button.



4. Add a Goal Title. This is a required field.
5. Add a description of the goal to be accomplished.
6. Update the date fields if known for the goal being entered.
7. Update the Status of the goal.
8. Select the OK button to Add the new goal.

**Add Goal** ✕

Colleague:  Weight:

4 \* Title:

Description:

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Linked To: None Category: None

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6 Start Date:  Due Date:  Completed Date:

Send me a reminder  day(s) before the due date.

Then every  day(s).

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7 Status:

Percent Complete:

Progress Flag

On Track
   At Risk
   Not on Track
   No Flag Set

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Last Modified: 11/29/18

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## Updating Existing Goals

1. Select the Colleague Goal Title and the Goal Details window will open.
2. Update dates, if applicable.
3. Update Status, if applicable.
4. Add Comments about goal progress, if applicable.
5. Select OK to save the updates.

## Goal Details



Colleague:  Weight:

1 \* Title:

Description:

Goal Related Behaviors:

Process: HSHS 2016 Annual Performance Review Process

Linked To: None Category: None

2 Start Date:  Due Date:  Completed Date:

Send me a reminder  day(s) before the due date.

Then every  day(s).

3 Status:

Percent Complete:

Progress Flag  
  On Track  At Risk  
 Not on Track   No Flag Set

Last Modified: 9/21/16

Created Date: 9/21/16

### Comments

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