

How to create the 'Goals':

You can follow the below steps to set the 'Goals' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu and then 'PMS' as shown below.

ZING

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018

Holiday List

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	●		●	●	●	●
7	8	9	10	11	12	13
	●	●				
14	15	16	17	18	19	20
					●	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence in current month

0.0

Paternity Leaves (NA)

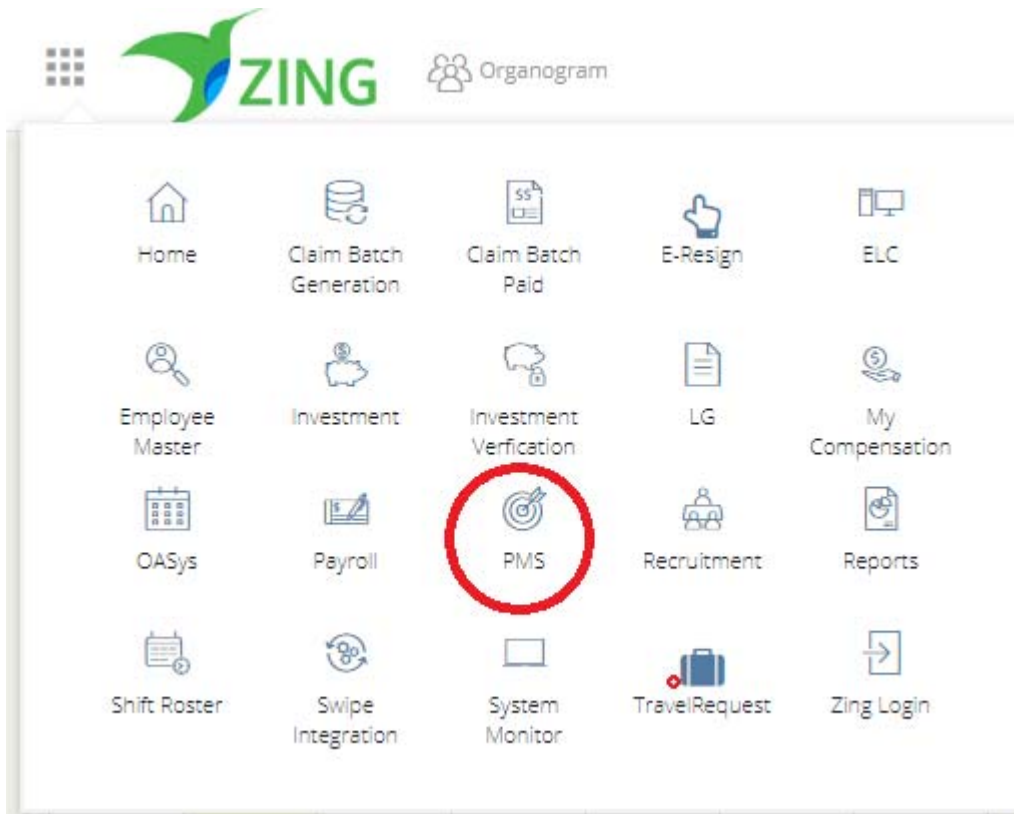
Paid Leave (47.00)

CompOff Leaves (0.00)

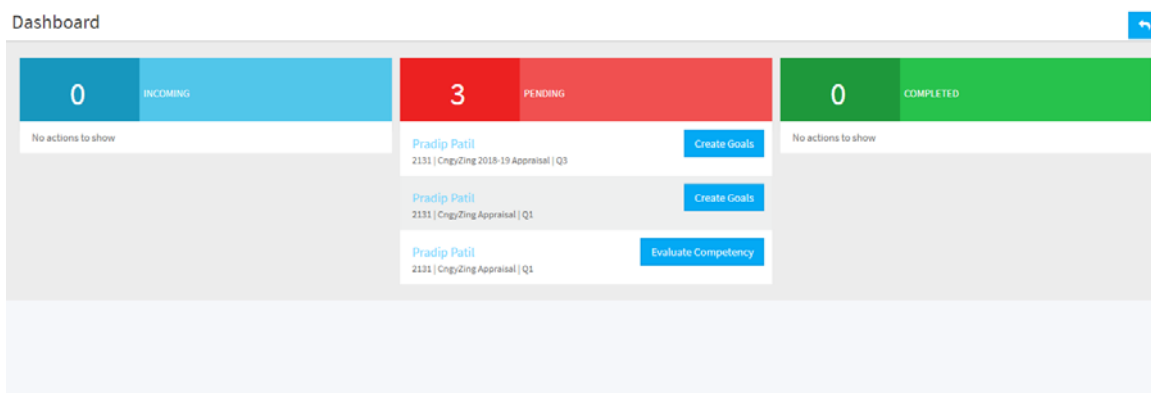
BirthDay Leaves (0.00)

Other Leaves ▼

Regularize Outdoor



3. New window will appear.




4. Click on the 'Create Goals'

3

PENDING

Pradip Patil

2131 | CngyZing 2018-19 Appraisal | Q3



Create Goals

Pradip Patil

2131 | CngyZing Appraisal | Q1

Create Goals

Pradip Patil

2131 | CngyZing Appraisal | Q1






Evaluate Competency

5. In the new window you need to click on 'Plus' symbol.

Create Goals | CngyZing 2018-19 Appraisal | Q3 as Appraiser / Self

Employee Name : Pradip Patil | Employee Code : 2131 | Date Of Joining (MM/DD/YYYY) : 06/01/2016 | Date Of Confirmation (MM/DD/YYYY) : 11/28/2016 | Designation : Software Developer | Department : Staffing

Expand All Goals | Contract All Goals

Financial - 50%	 
Customer - 25%	
Process - 15%	
People Development - 10%	

Submit

6. Enter the required filed and click on 'Save' button,
- Type Individual Goal in the Goal box.
 - Type Goal Measurement Details in the Measure Of Performance.
 - Select Unit for Measurement from the list provided.
 - Enter the goal Target for Time Period(Q1,Q2,Q3andQ4).
 - Enter the Individual Goal weight-age (Sum of All Weight-age should equal to Perspective Weight-age).
 - Type-in additional description for Goal entered in the Description box.
 - After Entering all Details Click on 'Save' Button for each Goal Entered.
 - Follow the same process for remaining attributes.
 - After Adding all Goals Click on 'Submit' to initiate Goal approval Process.

Financial - 50%

Goal	Measure of Performance	UOM	Enter the goal target for each period				Weightage
			Q1 (Target)	Q2 (Target)	Q3 (Target)	Q4 (Target)	
<p>Enter the Goal or Objectives here</p>	<p>Mention performance measure or indicators</p>	<p>Number</p> <p>Date</p> <p>Number</p> <p>Percentage</p> <p>Text</p>	number	number	number	number	%
<p>Description</p> <p>Provide any additional details on goal, targets or action plan</p>	<p>Enter the weightage for your goal</p>						
<p>Enter the additional description for your goal</p>							<p>Save</p>
Customer - 25%							
Process - 15%							
People Development - 10%							
<p>Submit</p>							

7. After click on 'submit' button it will goes for approval.