

Creating Catalogue Objectives

What is a catalogue objective?

Catalogue objectives within iTrent allows you to set objectives up in the system which can be applied to more than one employee. It allows you to save time if an objective will apply to more than one member of staff. You can create a catalogue objective which can be coded for your service or team and be used time and time again in the system meaning that you do not have to keep entering the same information on objectives.

For example, if you had an objective on Customer Service that would apply to all members of your team you could create a catalogue objective which will then be available to select in the performance appraisal for that already has pre-populated information within the objective details.

To create a new catalogue objective

Development → Objectives → New – Objective Details

The screenshot shows the 'New - Objective details' form in the iTrent system. The form is divided into two main sections. On the left is a table with columns: Objective title, Code, Type, Start date, End date, Objective rating method, and Top level Obj. The right section contains the following fields: Objective title (text input), Code (text input), Type (dropdown menu with options: Personal, Service, Team), Start date (date picker set to 03/12/2014), Description (text area), Objective rating method (dropdown menu set to Objective Rating (Performance)), Additional information (text area), and Objective linked to (text input with search and edit icons). A green 'Save' button is located at the bottom right of the form. A red box highlights the Type dropdown menu.

Please ensure that all blue fields are completed and that a Description is given.

Please note the Type will need to be selected from the 3 options in the blue box. You will need to click on the Type to ensure it is highlighted.

It is recommended that the Code is specific to your team or service and contains a numeric format e.g. HRD0001 for HR Direct

You do not need to use the final field of Objective Linked to