

Manage objectives

Improve and align performance



Set objectives for each employee. Start with the mission for the company and then align all the objectives to that mission, working your way from the senior officers down to the cleaner. This way all objectives will be aligned to the overall goal. Continue to review the ultimate goal and the objectives for everyone on a regular basis to make sure it all stays aligned with your current needs.

Capture the details Easily referenced by everyone

Enter all the details of each objective into one place including a due date and a progress score.

Attach an appropriate document and save it all in breatheHR where everyone can find it easily.

Edit objective

TITLE *

DESCRIPTION *

SCORE

NOTES

OBJECTIVE DUE DATE ON

% COMPLETE

DOES THIS OBJECTIVE RELATE TO A COMPANY GOAL?

YES NO

WAS THIS OBJECTIVE SET AS PART OF A ONE TO ONE?

YES NO

UPLOAD A NEW DOCUMENT

No file chosen

Monitor and assess progress

Log progress each step of the way

Whenever you meet, check out the progress on each objective and update it in breatheHR.

No arguments or disagreements about what has been achieved – it's all logged on the system.