

Accept a Goal Shared by Coworker

You can choose to accept a goal that was shared and recommended by one of your coworkers.

Navigate to my.creighton.edu and select the myHR icon



In myHR, click on the About Me tab and select the Career and Performance icon.

| Abou | ıt Me | Team Talent | My Workforce | My Enterprise | Tools | Configuration | Others | |
|-------------|--------------|--------------------|-------------------|-----------------|------------|------------------------------|------------|---------------|
| QUICK A | CTIONS | | APPS | | | | | |
| 2 | Personal De | etails | . | | | | | |
| ŵ | Document | Records | Checklist | Tasks | Pay | Time and | Career and | What to Learn |
| | Contact Infi | 0 | | | | Absences | Penormance | |
| 3 î1 | Family and | Emergency Contacts | | | ÷ | | | |
| | My Organiz | zation Chart | Caree Developr | r Caree ment | r Planning | Skills and Qualifications | | |

Click on the Goals tile





On the Goals Shared with Me section, click the dropdown arrow.

| Review Period | 2020 - 2021 Review Period | * | | |
|---------------|---------------------------|---|-------------|---------|
| Goal Plan | 2020-2021 Goal Plan | ~ | | |
| ioals Share | d with Me | | | _ [c |
| anager Goals | | | | |
| 6 | test 2 test 2 | | | |
| | Shared By | | Shared Date | |

Select the goal and click "Add as My Goal"

| Goals Sh | ared with Me | | ^ |
|--|--------------|-------------|---|
| Add as | My Goal | | |
| Manager Goal | | | |
| Image: Construction of the second | test 2 | | |
| | test 2 | | |
| | Shared By | Shared Date | |
| | Jason Gerlt | 10/12/20 | |

Under Add Goals To, select the appropriate Goal Plan. Click save and close.

| Add Shared | Goals | | Save and Close Cancel |
|---------------|---|-------------------------|-----------------------|
| Select | ted Goals | | |
| 6 | test 2 test 2 Shared By Jason Gerlt | Shared Date 10/12/20 | ~ |
| Add (| Goals To | | |
| *Goal 2020 | l Plan -2021 Goal Plan | * | |

Submit the goal to your manager for approval.

| 2020 | -2021 Goal Plan | | + Add | |
|------|--|--------------|--------------------------|-----------------------------|
| ▲ | You're almost there. Ready to submit your changes? | | Submit Discard Changes | |
| Α | ctions | | Sort By Display Sequence | ~ |
| | test 2 | | | <i><i>m</i>²</i> |
| | Status In progress | Weight 0% | | ~ |
| | test goal 3 3rd test | | | P |
| | Status Not started | Weight 0% | | ~ |
| | Test goal notificaiton | | , | <i>P</i> |
| | Status Not stated | Weight | | |

Add Comments and/or Attachments, if necessary. Click Submit.

| Add Ad Benjamin Ca | ditional Info _{xton} | Sub <u>m</u> it | <u>C</u> ancel |
|-----------------------|--|-----------------|----------------|
| | Comments | | |
| | Attachments | | |
| | Drag files here or click to add attachment 🐱 | | |

Goal is pending approval.

| Goals S | Shared with Me | | | \sim |
|-------------|--|--------------|--------------------------|--------|
| 2020-2 | 021 Goal Plan | | | |
| | We are submitting your changes for approval. | | | |
| | | | Sort By Display Sequence | ~ |
| t 3 S | est goal 3 Jird test Status Vot started | Weight 0% | | |
| T | Fest goal notificaiton eeing if notification is sent to manger for approval | | | |
| s | Status | Weight | | |

If you need additional assistance, please contact Human Resources at <u>hr@creighton.edu</u> or 402-280-2709.