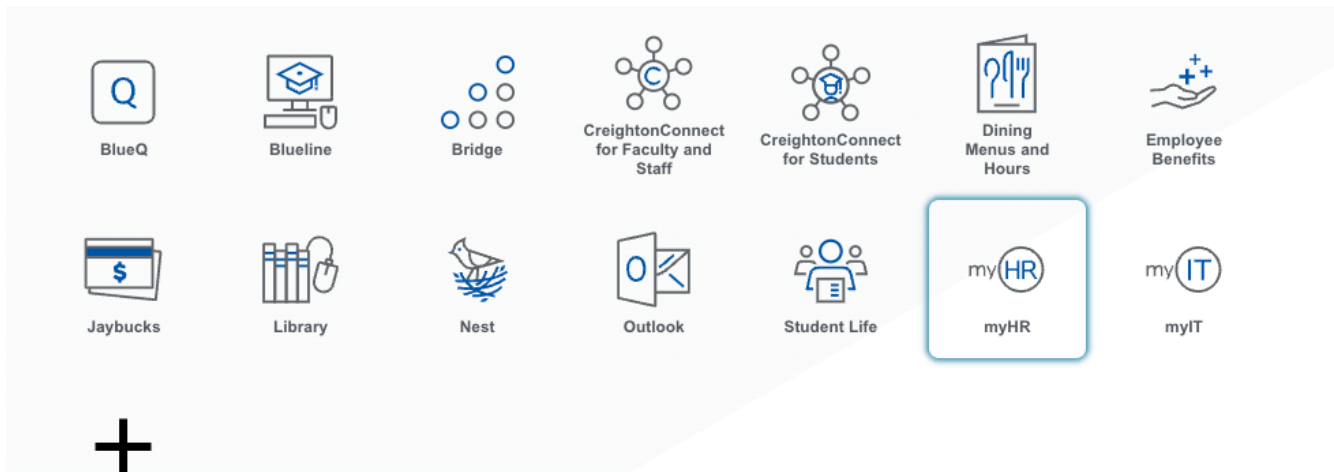


Accept a Goal Shared by Coworker

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

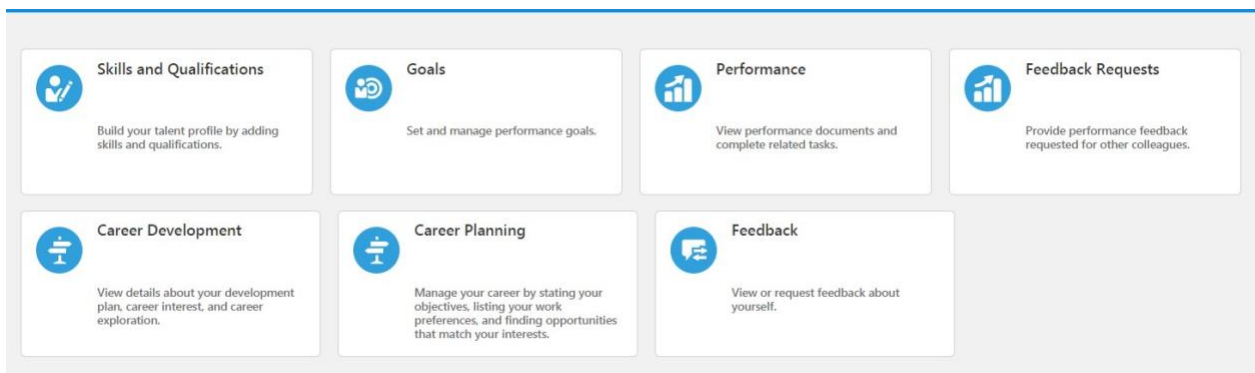
Navigate to my.creighton.edu and select the myHR icon



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



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

Goals Shared with Me

↑ Collapse

Add as My Goal

Manager Goals

<input type="checkbox"/>		test 2	test 2	Shared By Jason Gerlt	Shared Date 10/12/20
--------------------------	--	--------	--------	--------------------------	-------------------------

Select the goal and click “Add as My Goal”

Goals Shared with Me

↑

Add as My Goal

Manager Goals

<input checked="" type="checkbox"/>		test 2	test 2	Shared By Jason Gerlt	Shared Date 10/12/20
-------------------------------------	--	--------	--------	--------------------------	-------------------------

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

Add Shared Goals

Save and Close Cancel

Selected Goals

	test 2	test 2	Shared By Jason Gerlt	Shared Date 10/12/20
--	--------	--------	--------------------------	-------------------------

Add Goals To

*Goal Plan

2020-2021 Goal Plan

Submit the goal to your manager for approval.

2020-2021 Goal Plan

You're almost there. Ready to submit your changes?

Submit

Discard Changes

2020-2021 Goal Plan

Actions

Sort By

Display Sequence

<input type="checkbox"/>	test 2 test 2 Status In progress	Weight 0%	<div></div>
<input type="checkbox"/>	test goal 3 3rd test Status Not started	Weight 0%	<div></div>
<input type="checkbox"/>	Test goal notificaiton seeing if notification is sent to manger for approval Status Not started	Weight not	<div></div>

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

Add Additional Info

Benjamin Caxton

Submit

Cancel

Comments

Attachments

Drag files here or click to add attachment

Goal is pending approval.

Goals Shared with Me

2020-2021 Goal Plan

We are submitting your changes for approval.

Sort By

Display Sequence

<input type="checkbox"/>	test goal 3 3rd test Status Not started	Weight 0%
<input type="checkbox"/>	Test goal notificaiton seeing if notification is sent to manger for approval Status	Weight

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