

Edit Goals After Manager Request Guide

When your manager reviews your Goal Plan, they have the option to "Request More Information" prior to approving your plan. If you receive a request to provide more information and/or to edit your Goal Plan, this guide will walk you through the process.

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



In myHR, select the About Me tab, and then choose the "Career and Performance" icon.

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	Good afternoon, Be	njamin Caxton!			
	About Me Tools Others				
	QUICK ACTIONS				
	Personal Details			1 tá	
	Document Records	Checklat Tasks Pay	Time and Absences	Career and Performance	What to Learn
	Contact Info			T and the transmission	
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	My Organization Chart	Career Career Planning Development	Skills and Qualifications		Long Street
	My Public Info				-

Click on the Goals tile





Click on "See What's Needed" to view plan status.

Review Period	2023 - 2024 Review Period	~				
Goal Plan	2023 - 2024 Goal Plan	\sim				
Goals Share	ed with Me					\sim
2023 - 2024	4 Goal Plan					
A Your ap	pprover wants more inf					
				Sort By Disp	ay Sequence	~
Test Goa	I					
This is a	test goal					
Status Not star	ted		Last Update 8/2/23			
Weight 0%						

Click Edit Info

4 Goal Plan		Edit Info	Withdraw
ogress			
	2023 - 2024 Goal Plan has been submitted for approval		

If edits to an existing goal are needed, click on the pencil icon to edit existing goal. Edit the information and save changes.



Delete if asked to remove goal. Click Add button if you need to add a new goal to your Goal Plan. Enter the new goal and save.

20-2021 Goal Plan		+ Ac
Your approver wants more info. See what's needed.		Submit
Actions		Sort By Display Sequence
Test Goal 3 - JG Additional and addit apple after submission for approval		
Adomonal goal, eur goals arter submission for approval Status Not started	Weight 0%	

Click Submit when finished editing/adding/removing goals per your manager's request.

20-2021 Goal Plan		+ Add		
A Your approver wants more info. See what's needed.		Submit		
Actions		Sort By Display Sequence		
 Test Goal 3 - JG Additional goal. edit goals after submission for approval 				
Status Not started	Weight 0%			

Click Submit again to finish submitting Goal Plan for approval.